

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 2nd, 2012**

The Medina Township Board of Trustees held an Organizational Meeting at the Medina Township Hall on January 2nd, 2012, to conduct the business of the Township. Chairman Todd called the meeting to order at 4:03 pm with the following Trustees in attendance: Michel D. Todd, Ray Jarrett and Ken DeMichael. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Road Foreman, Zoning Inspector and the general public.

Roll Call

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

Pledge

Mr. Todd led the Pledge of Allegiance.

Moment of Silence

Mr. Todd asked for a moment of silence for our military personnel at home and overseas.

Oath of Office for Ken DeMichael, New Trustees

Mr. Todd issued the Oath of Office to Ken DeMichael as Medina Township Trustee.

ORGANIZATIONAL

Election of Officers

Mr. Todd passed the chairmanship of the Board over to Fiscal Officer, Linda DeHoff.

Mrs. DeHoff asked for a nomination for Chairman of the Board. Mr. Jarrett nominated Michael Todd as Chair. Mr. DeMichael seconded the nomination. Roll call vote: Mr. Jarrett aye, Mr. DeMichael aye and Mr. Todd abstain.

Mr. Todd nominated Ray Jarrett as Vice-Chairman of the Board. Mr. DeMichael seconded the motion. Roll call vote: Mr. Todd aye, Mr. DeMichael aye and Mr. Jarrett abstain.

Executive Sessions

Mr. Todd motioned to enter into Executive Session to discuss employees, personnel compensation for the Medina Township Board of Trustees at 4:10 pm and included Linda DeHoff, Fiscal Officer. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Mr. Todd motioned for the Medina Township Board of Trustees to reconvene from Executive Session at 6:03 pm where the Board of Trustees were present with Fiscal Officer, Linda DeHoff, discussing employees, compensation and personnel. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael. No decisions were made during that meeting.

Mr. Todd motioned to enter into Executive Session with the Board of Trustees, Fiscal Officer Linda DeHoff, Chief of Police, David Arbogast and the Fire Chief, Mark Crumley to discuss personnel and compensation at 6:03 pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Mr. Todd motioned for the Medina Township Board of Trustees to reconvene from Executive Session where the Board of Trustees were present with the Fiscal Officer, with Chief David Arbogast, Chief Mark Crumley to discuss employees, personnel and compensation at 6:39 pm. No decisions were made during that meeting. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

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Ken DeMichael Letter of Resignation

Mr. Todd motioned to accept Ken DeMichael's letter of resignation from the Zoning Board of Appeals. Mr. Jarrett seconded the motion. Roll call vote: Mr. Todd aye, Mr. Jarrett aye and Mr. DeMichael abstain.

Resolution No. 01022012-001

Mr. Todd motioned to put forth a resolution for the Organizational minutes of January 2, 2012, for the year 2012.

Building Superintendent:	Ken DeMichael
Cemetery Superintendent:	Mike Todd
War Memorial Superintendent	Mike Todd
Service Dept. Superintendent:	Ken DeMichael
Service/Park Department:	Denny Miller, Working Foreman Ed Kerr, Asst. Working Foreman Jeff Kessler, Roadman/Parks Dept.

Mr. Jarrett seconded the motion.

Mr. Todd clarified that Jeff now reports to Denny Miller. Denny Miller is in charge of the fields, scheduling, to make sure they get done properly. Denny can delegate to Jeff but it is Denny's responsibility. Jeff needs to report to Denny what needs to be done, what he thinks should be done and why. He is your subordinate. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Resolution No. 01022012-002

Mr. Todd motioned to put forth a resolution for the next slate of appointments for 2012.

Fire Commissioner:	Ray Jarrett
Fire Department:	
Fire Chief	Mark Crumley
Asst. Fire Chief	Shawn Kasson
Captain	Mark Roberts
Lieutenant	Lee Hlas
Lieutenant	Brian Draiss
Lieutenant	Steven Schmitt
Lieutenant	Scott Vargo
Volunteer Firefighter's Dependent Board:	Ray Jarrett Michael Todd, Alternate
LST Representative	Ray Jarrett Ken DeMichael, Alternate

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

Resolution No. 01022012-003

Mr. Todd motioned to put forth a resolution for the following appointments for 2012.

Police Commissioner:	Michael Todd
Police Chief:	David Arbogast
Medina Countywide Emergency Mgmt. Agency:	Michael Todd Ray Jarrett, Alternate

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Zoning Liaison	Ken DeMichael
Zoning Board of Appeals Sec.	Kim Ferencz
Zoning Commission Secretary	Kim Ferencz
Township Secretary	Cecelia Goe

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

Health Care Plan

Resolution No. 01022012-004

Mr. Todd put forth a resolution for the following:

A health care plan will be offered to full-time employees, with employees responsible for 15% of premiums 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 and dental plans where they will be responsible for 100% of their premium. It should be noted that part-time employees are not eligible for health care savings account 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.

Township Secretary

The Township Secretary/Assistant Fiscal Officer will be paid \$14.80 per hour plus full-time employee benefits.

Zoning Inspectors

Zoning Inspector: \$16.32 per hour
Asst. Zoning Inspector: \$14.28 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.

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, Comprehensive Plan Book including forms.

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).

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

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Police Department

Resolution No. 01022012-005

Mr. Todd motioned to put forth the following resolution for appointments for 2012.

Full-time Chief of Police:

Full-time Police Chief: Salary of \$55,000.00 per year.

Police Officers and Sergeants

Wage and benefit structure for the Police Department for 2012 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.

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

Fire Department

Resolution No. 01022012-006

Mr. Todd motioned to put forth the following resolution for 2012.

Part-time Fire Chief

\$25.29 per hour Limited to 30 hours per week.

Firefighter/Officer

Medina Township Firefighters/Officers pay scale is a 2% increase from the 2009 rates shown on the document marked Exhibit A.

Probationary Firefighters pay rate: State minimum wage

Fire Department Intern pay rate: State minimum wage

Denny Miller Fire Department pay rate: \$23.02 per hour for fire calls

Ed Kerr Fire Department pay rate: \$22.80 per hour for fire calls

Records Clerk (Part-Time Secretary)

Part-time Records Clerk (Secretary) shall be paid \$14.80 per hour.

Service/Park Department

Denny Miller, Working Road Foreman	\$23.02 per hour
Ed Kerr, Working Asst Road Foreman	\$22.80 per hour
Jeff Kessler, Full-time Service/Park	\$18.54 per hour
Don Kessler, Part-time	\$17.50 per hour
Ross Kerr, Part-Time	\$16.10 per hour
Snow Plow Driver	\$14.50 per hour

R&B Sick Hours & Comp Hours

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 Service/Park Department Employees

Clothing allowance for full time Service/Park Department employees is \$500.00 per year.

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Longevity Pay

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.

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

FEES

Resolution No. 01022012-007

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

Zoning Fees

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

Mileage

Mileage for use of personal vehicles on Township business will be 54 cents per mile.

Employee Pay Periods

Employees pay periods are as follows: Bi-weekly – Monthly or yearly.

Regular Meetings

Regular meeting to be held every other week on Thursday, at 7:00 pm, starting January 5th, 2012.

Reports

Department reports are due the first meeting of the month.

Mailbox Replacement

Township residents will be reimbursed for mailbox 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.

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

Zoning Commission:	James Apana	1/1/12 to 12/31/2016
	Don Kuenzer, 1 st alt	12/31/2012
	Gene Krause, 2 nd alt	12/31/2012

Zoning Board of Appeals

Michael Stopa	1/1/12 to 12/31/2016
David Dufala, 1 st alt	12/31/2012
Boris Williams, 2 nd alt	12/31/2012
Todd Ruppelli	1/2/12 to 12/31/2013

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

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Amendment to Medina Township Employee Manual

Mr. Todd motioned to make an amendment to the Medina Township Employee Manual in Section 3.1, the last sentence of the second paragraph; I'd like to amend that sentence to read "Zoning Board Members will be paid annually. Zoning Board Chairman, Fire Department Employees, Trustees and Fiscal Officer will be paid monthly." Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

Chad Riffle – Phone Administrator

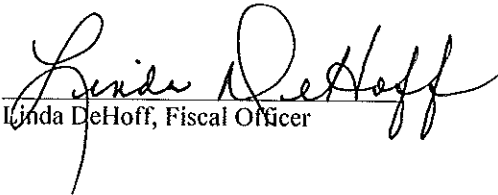
Resolution No. 01022012-008

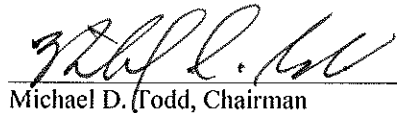
Mr. Todd motioned to put forth a resolution to add Chad Riffle as the phone system administrator for Medina Township at a rate of \$40.00 per hour. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.

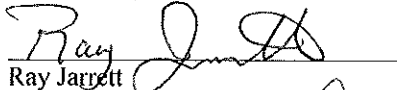
Police, Fire and Zoning Ladies

Mr. Todd said that by the 19th of January the Trustees and Department heads will have made the decision on the ideas that they have regarding the Police, Fire and Zoning Ladies. If anyone has questions they can ask their Department Head or Trustee Liaison.

Mr. Todd motioned to adjourn the meeting at 6:56 pm. Mr. Jarrett seconded the motion. Voting aye thereon: Mr. Todd, Mr. Jarrett and Mr. DeMichael.


Linda DeHoff, Fiscal Officer


Michael D. Todd, Chairman


Ray Jarrett


Ken DeMichael