

**RECORD OF PROCEEDINGS  
MINUTES OF REGULAR MEETING  
FEBRUARY 21<sup>ST</sup>, 2007**

The Medina Township Board of Trustees met in regular session at the Medina Township Fire Station #2 on February 21<sup>st</sup>, 2007, to conduct the business of the Township. President Todd called the meeting to order at 7:07 pm with the following Trustees in attendance: Dianna Huffman, Michael D. Todd and Mead Wilkins. Also in attendance were the Fiscal Officer, Fire Chief, Police Chief, and the general public.

Mr. Todd acknowledged the presence of Mayor Leaver, City Council Chairperson, Pam Miller, Councilmen Denny Simpson, John Wetzel and Mark Kolesar and Gary Hallman, President of Medina General Hospital.

**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.

There were no public comments.

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

**Approval of Payroll**

Mr. Todd motioned to approve payroll check #10942 in the amount of \$134.79. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

Mr. Todd motioned to approve payroll checks #10943 to #10959 totaling \$16,982.94 with \$2,817.50 going to OPERS and other deferred compensation elections. Mrs. Huffman seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**Approval of Accounts Payable**

Mr. Todd motioned to approve accounts payable checks #17409 to #17442 totaling \$30,781.66. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**OLD BUSINESS**

**Purchasing Policy Review**

Mrs. George presented the Trustees, Police Chief and Fire Chief to review.

**Charles E. Harris Proposal**

Mrs. George received the proposal from Charles E. Harris & Associates to do the bank reconciliations for 2004 and 2005. They will be unable to render an opinion on the audit if the bank reconciliations are not done. Mr. Todd motioned to approve the proposal by Charles E. Harris and Associates dated February 20, 2007, and it will be incorporated into the record. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

**OLD BUSINESS CONT**

**Levy**

Mr. Todd cleared up the apparent misunderstanding regarding the type of levy the Township would like to put on the ballot. He stated that the levy is strictly for Emergency Medical Service/Ambulance. He stated that the township spends approximately \$270,000 a year out of the general fund for LST. The Township spends about \$200,000 a year more than we are bringing in in tax revenue from all sources, so we have a budgetary gap which needs to be filled.

He also spoke about the need for more clarification in the billing for the Life Support Team. Mr. Todd said the LST provides an excellent service. A levy for Emergency Medical Service/Ambulance will be a short term solution to cover the gap until an audit is done regarding the LST billing. Mr. Todd stated that it was conveyed to some people that this was a Fire Department Levy. It is not.

It has also been conveyed to some people that the Township was pulling out of the Combined-Ops program with the City. The Trustees have not voted on that nor have they ratified it. Mr. Todd again assured Mayor Leaver and Council President Pam Miller that the Trustees would discuss this with them before any action is taken.

Mr. Hallman, President of Medina General Hospital, said he is willing to work with the Township to answer any questions and help get the billing information needed. Mrs. Huffman said she has had two (2) residents of the Township come to her regarding the LST billing because they were unable to get an answer.

Mr. Wilkins explained what funding could be used temporarily from the Road Department but that wouldn't solve the problem.

Mr. Todd said they would like a unified front with the City and Montville Township to alleviate the questions regarding billing by having an audit. Mayor Leaver said it would put an end to everyone's questions. Rita Holt (4420 Nettleton Rd.) and Carol Unaitis (4985 Fenn Rd.) commented on the LST billing. Gene Wagner (Genny Dr.) commented on the LST.

Mrs. Huffman said she has financial questions that need to be answered. She would like to know the cost breakdown of the runs showing how much is paid by the insurance company, how much is paid by the resident and how much the Township is reimbursed. Mr. Hallman said the run is submitted to the insurance company and it can be anywhere from 90 days to 6 months before the insurance company pays and then the Township gets credited. Mr. Todd said we are not seeing collections per run. Mr. Hallman said they can give us that line item information.

Paul Madachik (3357 Granger Rd.) wanted the assurance of the Township Trustees that the levy money would be used for Emergency Medical Service/Ambulance only and not used by the Fire Department for their own ambulance service. Mr. Todd said that is why they are going to ask for fixed levy. In that time an audit will be done and we will have better financial numbers. Anything that can be done to provide top notch service as efficiently as possible at the lowest cost possible should be looked into.

Mr. Wilkins, Mr. Todd and Mrs. Huffman thanked Mayor Leaver, City Council President Pam Miller, City Council Members, Denny Simpson, John Wetzel and Mark Kolesar and Medina General Hospital President, Gary Hallman and the public for their attendance at this critical meeting.

**Sexually Oriented Businesses**

Mr. Todd has been working on a proposal for licensing requirements for sexually oriented businesses in the Township.

TM2/21/07

**OLD BUSINESS CON'T**

**Approval of January 2007 Reports**

Mr. Todd motioned to approve the departmental reports from February 8, 2007. Mrs. Huffinan seconded the motion. Voting aye thereon: Mrs. Huffinan, Mr. Todd and Mr. Wilkins.

**Medina County Hometown Heroes Memorial**

Mr. Wilkins said the Medina County Hometown Heroes Memorial statue was delivered to the townhall. It will be put in Blakslee Park at a future date. Mr. Todd and Mr. Carl Hicks worked very hard to put together this memorial to honor fallen hero Pfc. Devin J. Grella who was killed in Iraq.

**PUBLIC COMMENT**

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

Scott Jaenke (4064 N. Huntington) had a question regarding sexually oriented businesses.

Ralph Holt (4420 Nettleton Rd.) commented on the cooperation during the meeting.

Pam Miller, Chairperson, Medina City Council gave Trustees information regarding sexually oriented businesses.

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

**Purchasing Policy**

**Resolution No. 02212007-005**

Mr. Todd put forth a resolution to adopt the Purchasing Policy that was offered to us today at this meeting by Fiscal Officer Terry George and incorporate it into the record as written. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffinan, Mr. Todd and Mr. Wilkins.

**Executive Session - Fire Department**

Mr. Todd motioned to enter into Executive Session with the Board of Trustees, Fiscal Officer Therese George, Chief Mark Crumley and Captain Mark Roberts to discuss personnel and employment matters for the Medina Township Fire Department. The Board entered into Executive Session at 8:29 pm. The Board reconvened at 9:03 pm. No decisions were made during that executive Session.

**Executive Session – Zoning Inspectors**

Mr. Todd motioned to enter into executive Session with the Board of Trustees, Fiscal Officer Therese George, Zoning Inspector Elaine Ridgley and Assistant Zoning Inspector Mary Ann Heiss to discuss employee personnel compensation. The Board entered into Executive Session at 9:04 pm. The Board reconvened at 9:36 pm. No decisions were made during that executive session.

Mr. Todd motioned to adjourn the meeting at 9:36 pm. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffinan, Mr. Todd and Mr. Wilkins.

There being no further business to come before the Board the meeting was adjourned at 9:36 pm.

  
Medina Township Fiscal Officer

  
  
  
Medina Township Board of Trustees

Warrant Number	Type	Date	Vendor/Payee	Amount	Status
17409	VW	02/21/2007	ATLAS BUSINESS SOLUTIONS Purpose: SOFTWARE	\$150.00	E
17410	VW	02/21/2007	AMERICAN TEST CENTER INC Purpose: ANNUAL INSPECTION OF GROUND LADDERS	240.00	E
17411	VW	02/21/2007	BP PRODUCTS NORTH AMERICA INC Purpose: JAN BULK DIESEL	1,192.03	E
17412	VW	02/21/2007	CRANDALLCO INC Purpose: (2) BATTERIES	136.00	E
17413	VW	02/21/2007	DELL MARKETING L.P. Purpose: PRINTER DRUM KITS	169.99	E
17414	VW	02/21/2007	FALLSWAY EQUIPMENT CO Purpose: SPOTLIGHT	381.81	E
17415	VW	02/21/2007	FIRE FORCE INC Purpose: GLOVES, SCOTCHLITE STICKERS	360.00	E
17416	VW	02/21/2007	THE GAZETTE Purpose: LEGAL NOTICE - BZA HEARING	26.70	E
17417	VW	02/21/2007	GEORGE, THERESE	273.17	E
17418	VW	02/21/2007	CHARLES E. HARRIS & ASSOC. INC.	4,998.80	E
17419	VW	02/21/2007	IKON FINANCIAL SERVICES Purpose: FEB COPIER LEASE	162.86	E
17420	VW	02/21/2007	MELANIE MIGUEL Purpose: WEB HOSTING FEB - APRIL, UPDATES	155.00	E
17421	VW	02/21/2007	MARITIME SOLUTIONS, INC Purpose: (2) ICE COMMANDER RESCUE SUITS	1,201.51	E
17422	VW	02/21/2007	MEDINA COUNTY EMERGENCY MANAGEMENT Purpose: ANNUAL EMA ALLOCATION	2,049.00	E
17423	VW	02/21/2007	MATTHEW BENDER & CO INC Purpose: OHIO CRIMINAL LAW PUBLICATION	69.70	E
17424	VW	02/21/2007	MEDINA COUNTY ENGINEER Purpose: FENN PARK INSPECTION	120.00	E
17425	VW	02/21/2007	MEDINA COUNTY FIRE CHIEFS ASSOCIATION Purpose: ANNUAL DUES - M CRUMLEY, B SMITH	20.00	E
17426	VW	02/21/2007	MEDINA COUNTY TRT Purpose: ANNUAL TECH RESCUE TEAM ALLOCATION	1,746.57	E
17427	VW	02/21/2007	MEDINA GENERAL HOSPITAL Purpose: DEC 2006 LST BILLING	14,806.57	E
17428	VW	02/21/2007	MEDINA HARDWARE, INC. Purpose: AIR LINE FITTINGS - STATION 2	30.54	E
17429	VW	02/21/2007	AQUA CLEAR Purpose: BOTTLED WATER	35.70	E
17430	VW	02/21/2007	GATEWAY RECORDS MANAGEMENT CO Purpose: RECORD STORAGE, PICK UP	401.44	E
17431	VW	02/21/2007	OHIO PUBLIC EMPLOYEES DEFERRED COMP PROG Purpose: EMPLOYEE CONTRIBUTION PP 2/23/07	213.07	E
17432	VW	02/21/2007	NORTHERN OHIO ARSON SEMINAR Purpose: G BROMLEY - SEMINAR REGISTRATION	80.00	E

Warrant Number	Type	Date	Vendor/Payee	Amount	Status
17433	VW	02/21/2007	RAPID 2 WAY Purpose: RPR STATION 2 RADIO EQUIP	127.50	E
17434	VW	02/21/2007	INT'L ASSOC OF FIRE CHIEFS Purpose: ANNUAL MEMBERSHIP DUES	170.00	E
17435	VW	02/21/2007	UNITED STATES POSTAL SERVICE Purpose: POSTAGE	382.00	E
17436	VW	02/21/2007	SWINGLE PLUMBING, HEATING & COOLING Purpose: SVS PUMP - FROZEN DRAIN LINE	93.00	E
17437	VW	02/21/2007	STANDARD SERVICE CO Purpose: RPR GARAGE DOOR OPENER STATION 1	123.00	E
17438	VW	02/21/2007	UNITED SPORTS APPAREL Purpose: WINTER HATS	266.56	E
17439	VW	02/21/2007	STAPLES BUSINESS ADVANTAGE Purpose: MARKERS, PENCIL CUP, ETC.	37.43	E
17440	VW	02/21/2007	STONEWALL UNIFORM CORPORATION Purpose: SHIRTS, TROUSERS, GLOVES	287.47	E
17441	VW	02/21/2007	VERIZON NORTH Purpose: UTILITY SVS	27.29	E
17442	VW	02/21/2007	WARREN FIRE EQUIPMENT, INC Purpose: RPR SCBA	246.95	E

Subtotal: 0.00  
Adjustments: 0.00  
Total Amount Pending for Accounting: 30,781.66  
Total Amount Pending for Payroll: 0.00  
Total: \$30,781.66

Warrant Status: C-Cleared, V or X-Voided, O-Outstanding,  
E-Earmarked to Post to Cash on a Future Date (Pending)

Warrant Type: PY-Payroll, VM-Voucher Manual, SW-Skipped Warrant,  
VW-Voucher Warrant, RR-Reduction of Receipt,  
IV-Investment Warrant, IM-Investment Manual,  
R-Adjust Payments, VR-Void Reduction of Expenditure,  
VL-Voucher Loss

**APPROVED**

REVIEWED BY MEDINA TWP. TRUSTEES  
Date 2/21/07  
Trustee Chm. [Signature]  
Trustee [Signature]  
Trustee [Signature]

Report reflects selected information.  
Adjustments that occurred on future dates  
are not included in the total.

## **Medina Township Purchasing Policy**

The Medina Township Board of Trustees sets a \$1,000 limit for the purchase of products or services on behalf of the Township without prior approval.

Purchases greater than \$1,000 but less than \$5,000 will require prior approval with a purchase order requisition. The department head will complete and sign a requisition form and submit it to the fiscal officer. The fiscal officer will then issue a purchase order and return a signed copy to the department head.

Purchases greater than \$5,000 must have the prior approval of the Medina Township Board of Trustees. A requisition for purchases greater than \$5,000 will be submitted to the fiscal officer who will present it for the trustees' approval at their next scheduled meeting.

For repairs that arise from an **emergency situation**, department heads may authorize the repair with the signature of the Trustee Liaison on a requisition form. Any emergency repairs that have been so authorized will subsequently be presented for approval to the Board of Trustees at their next scheduled meeting.

Requisition forms are not required for the following expenses, regardless of the amount: utilities, gasoline and diesel fuel, road salt, and LST services.

The ability to make purchases against a blanket certificate will expire at the end of the fiscal year (December 31) with the authority to make payments against it legally continuing until all outstanding commitments have been paid.