

**RECORD OF PROCEEDINGS  
MINUTES OF REGULAR MEETING  
December 10<sup>th</sup>, 2008**

The Medina Township Board of Trustees met in regular session at the Medina Township Hall on December 10<sup>th</sup>, 2008, to conduct the business of the Township. Vice-President Wilkins called the meeting to order at 6:33 pm with the following Trustees in attendance: Rita M. Holt and Mead Wilkins. Also in attendance were the Fiscal Officer, Police Chief, Fire Chief, Zoning Inspector, Assistant Zoning Inspector and the general public.

**Roll Call**

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

Mr. Wilkins led the Pledge of Allegiance.

**Oath of Office for Assistant Fire Chief**

Mr. Wilkins administered the oath of Office to Shawn Kasson as the new Medina Township Assistant Fire Chief.

**SITE PLANS**

**Bill's Collision – Site – 3247 Pearl Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the site plan for Bill's Collision to be located at 3247 Pearl Road as presented. Please note that no operation of the business can begin until applicant has received the necessary permits and approvals by the Medina Township Zoning Office, the Medina County Building Department and the Medina Township Fire Department. There is no signage approved at this time. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**The Country Baker – Site – 3597 Medina Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the site plan for The Country Baker to be located at 3597 Medina Road, Suite D as presented. There is no signage approved at this time. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**Panera Bread/Bullies BBQ – Sign – 4065 Pearl Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the ground sign for Panera Bread and Bullies BBQ located at 4055 Pearl Road not to exceed 32 square feet to be equally shared with (16 square feet each) between Panera Bread and Bullies BBQ as presented. Panera Bread will be responsible for the landscaping around the ground sign. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**Health Center Lake Medina – Sign – 3814 Medina Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve a ground sign for Health Center Lake Medina not to exceed 32 square feet in size, 10 feet in height and 10 feet from the road right-of-way as presented. The address of the property will be reflected on both sides of the sign per the request of the Medina Township Fire Department. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

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**SITE PLANS CON'T**

**Health Center Lake Medina – Site – 3814 and 3870 Medina Road**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the amended site plan for Health Center Lake Medina to be located at 3814 and 3870 Medina Road. The modified site plan presented is to change the parking location (51 parking spaces in Medina Township) and also to incorporate the appropriate landscaping on the north and west side of the parking lot. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**Kindercare Learning Center – Sign – 3825 Stonegate Drive**

Mr. Wilkins motioned to accept the recommendation of the Zoning Commission and approve the wall sign for Kindercare Learning Center located at 3825 Stonegate Drive not to exceed 22.50 square feet as presented. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**OTHER BUSINESS**

**Discussion with William Thorne, Assistant County Prosecutor**

The Trustees discussed several issues with Mr. Thorne.

- 1.) Possible adoption of a noise resolution and the enforceability of such a resolution.
- 2.) An addendum to the LST contract regarding LST responding to all fire alarm drops.
- 3.) The status of the recovery of funds for the Cook Road damage.
- 4.) The Conservation Easement for the property on Route 3 near Hamlin Road.
- 5.) Sexually Oriented Businesses.
- 6.) Zoning Board of Appeals use of the Duncan Factors.
- 7.) Removal of signs by the Zoning Inspector.
- 8.) Status of the Record Retention Policy

Mrs. Holt asked Mr. Thorne to please put his answers in writing.

**Record Retention Policy**

Mr. Wilkins, by reference, motioned to approve the Record Retention Policy. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**PUBLIC COMMENT**

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

Bill Ostmann (3670 Hamilton Road) expressed his concerns with a noise resolution.

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

**OTHER BUSINESS CON'T**

**Approval of Accounts Payable**

Mr. Wilkins motioned to approve warrant #19187 to #19255 totaling \$47,421.44. Mrs. Holt seconded the motion: Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**Approval of Payroll**

Mr. Wilkins motioned to approve payroll checks #12563 to #12622 totaling \$39,086.02 with deductions totaling \$4,608.27. Mrs. Holt seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

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**OTHER BUSINESS CON'T**

**2008 Annual Budget Appropriation Changes**

Mrs. Holt motioned to accept the 2008 Annual Budget Appropriation Changes (see attached). Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**REPORTS**

**Zoning Department**

The Zoning Inspector reported that for the month of November 2008, 5 permits were issued as follows:

Commercial Addition	1	Accessory Building	2
Signs	2		

For a total value of permits issued \$22,800.00. Fees collected \$357.40.

**Fire Department**

The Fire Chief reported that for the month of November 2008, the Fire Department responded to a total of 34 incidents: Alarm drops 6, carbon monoxide 1, assist EMS 13, fire calls 6 and Motor Vehicle Accidents 8. The Firefighters Association has asked permission to use the vehicles for Christmas in the Township on Sunday. The Trustees gave their approval.

**Police Department**

Chief Arbogast reported that for the month of November 2008, the department responded to 1063 calls for service. Criminal acts 29, traffic accidents 79, traffic enforcement 308 and other incidents 451. The department also received a CEDAP equipment grant for \$17,000.00 for surveillance equipment. Chief Arbogast will be attending the training from February 8-11, 2009; he then will receive the piece of equipment. Shop with a Cop will be on December 20.

Mr. Wilkins motioned to accept the reports as read. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**OTHER BUSINESS CON'T**

**Approval of Purchase of Bullet Proof Vests**

Mr. Wilkins motioned to accept the purchase request for eight (8) vests at \$825.00 apiece not to exceed \$6,600.00 one-half (½) of which will be reimbursed by the Federal Vest Program. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**Approval of Purchase Order for Sensible Products for 202-1**

Mrs. Holt motioned to approve the purchase order for Sensible Products for the mounting of equipment in two (2) compartments on tanker 202-1 for \$2,000.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**Approval of Purchase Order for Crestar**

Mrs. Holt motioned to approve the purchase order to Fire Force for a Crestar portable monitor and mounting protector for \$4,179.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**Approval of Purchase Order for Rubber Boots**

Mrs. Holt motioned to approve the purchase order to Fire Force for 6 pairs of rubber boots at \$190.00 per pair. Total of the purchase order is \$1,338.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

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**OTHER BUSINESS CON'T**

**Approval of Purchase Order for GPS Units for Fire Trucks**

Mrs. Holt motioned to approve the purchase order for six (6) GPS units for the fire trucks totaling \$1,800.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**Approval of Training Request for Shawn Kasson**

Mrs. Holt motioned to approve Safety Officer Training at the Fire Academy 11-3 to 11-7, 2008, for Shawn Kasson in the amount of \$500.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**Approval of Training Request for Chief Crumley**

Mrs. Holt motioned to approve \$110.00 for the Ohio Fire Chiefs Conference held in Sandusky, Ohio in July, 2008, for Mark Crumley. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**Approval of Office Furniture for Jeff Kessler**

Mr. Wilkins motioned to approve the purchase order to Office Products for Jeff Kessler's desk, return, bookcase and file cabinet not to exceed \$1,500.00. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**OLD BUSINESS**

**Cemetery Restoration**

Mr. Ziegler said a grant has been applied for and we are waiting to hear if we were approved for the grant monies.

**AT&T Property**

Mr. Wilkins is working on this project.

**Fire Alarm at Maintenance Building**

Chief Crumley is following up on the fire alarm contract for the Maintenance Building.

**Fire Department Staffing**

Chief Crumley is still working on a proposal for salary and longevity pay for Fire Department Staffing.

**Debbie Drive Resolution**

Mr. Wilkins said responses were received from the survey sent out to residents. Hal Gerspacher will be notified that the township will go with the ten-year plan and the extra repairs to the two properties that were discussed previously.

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**NEW BUSINESS**

**Police Uniform Allowance**

Chief Arbogast said he has an agreement with the OPBA and the membership agrees to accept a check for \$900.00 for their uniform allowance in 2009.

Mr. Wilkins motioned to approve the adoption of a cash payment option for uniform allowance that will consist of \$900.00 for full-time officers paid in February of each year through the contract period starting in February 2009, that will include deductions for federal and state and applicable taxes and they are responsible to meet the internal revenue service regulations for deductibility. Part-time police officers and the administrative assistant will be reimbursed at \$0.44 cents per hour and it will be part of their regular pay every other week. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**Medina County SPCA Services**

Mrs. George read the letter from the Medina County SPCA regarding the increase in their request for payment of services. (See attached)

Mrs. Holt motioned to send a check to the SPCA for their services in the amount of \$800.00. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Holt and Mr. Wilkins.

**Fiscal Officer Year End Procedures**

Mrs. George asked the department heads to get all their bills in before the December 26 meeting. She wants to be notified if they have any emergency expenses with the amount of the expense so it can be encumbered. Accounts Payable will be paid at the second meeting of the month.

**OTHER BUSINESS**

**Cell Phones for the Road Department**

Mr. Wilkins motioned to approve the road and bridge department to switch from Nextel to Verizon Wireless. Mrs. Holt seconded the motion. There is no contract. Voting aye thereon: Mr. Wilkins and Mrs. Holt.

**PUBLIC COMMENT**

Mr. Wilkins opened the floor for public comment. Mrs. Holt seconded the motion.

Sally Gardner (3333 Foskett Road) expressed concern over the payment to the SPCA.

Tom Byerley (2870 Cynthia Drive) discussed the problems with semi-trucks on Gateway Drive.

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

**Executive Session**

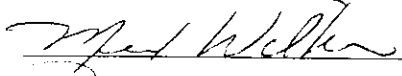
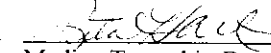
Mr. Wilkins motioned to enter into Executive Session with the Board of Trustees, the Fiscal Officer and the Fire Chief to discuss fire personnel. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt. The Board entered into Executive Session at 8:25 pm. The Board reconvened at 8:37 pm. No decisions were made during that meeting.

Mr. Wilkins motioned to adjourn the meeting. Mrs. Holt seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Holt. Mr. Wilkins adjourned the meeting at 8:38 pm.

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There being no further business to come before the Board the meeting was adjourned at 8:38 pm

  
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Medina Township Fiscal Officer

  
\_\_\_\_\_  
  
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Medina Township Board of Trustees

2008 Annual Budget - Appropriation Changes  
 Regular Meeting - December 10, 2008

Account Number	Current Appropriation	Revised Appropriation	Amount of Increase	Description/Notes
<b><u>General Fund - Admin.</u></b>				
1000- 110-221	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00	Health Insurance
1000- 110-222	500.00	575.00	75.00	Life Ins. - Admin.
1000- 110-223	1,500.00	1,525.00	25.00	Dental - Admin.
1000- 110-314	15,000.00	20,000.00	5,000.00	Tax Collection Fees Other Prof. & Tech. Svs. - Printing/Folding Newsletter;
1000- 110-319	30,950.00	34,400.00	3,450.00	Cemetery Tree Removal
1000- 110-330	3,000.00	4,250.00	1,250.00	Travel & Meetings - Trustees
1000- 110-342	2,000.00	2,700.00	700.00	Postage - Newsletter Mailing Other Expense - Purchase Pavers for Memorial (Donated Funds)
1000- 110-599	2,000.00	3,400.00	1,400.00	
<b><u>General Fund - Town Hall</u></b>				
1000- 120-400	1,200.00	1,400.00	200.00	Supplies/Materials - Town Hall
<b><u>General Fund - Zoning</u></b>				
1000- 130-190	33,000.00	43,000.00	10,000.00	Zoning Salaries
1000- 130-211	5,100.00	6,250.00	1,150.00	Zoning - OPERS
1000- 130-213	525.00	725.00	200.00	Zoning - Medicare
1000- 130-341	-	350.00	350.00	Zoning - Telephone (cell)
<b><u>General Fund - Police Dept.</u></b>				
1000- 210-221	65,000.00	75,000.00	10,000.00	Health Insurance - PD
1000- 210-222	1,100.00	1,110.00	10.00	Life Ins. - PD
1000- 210-223	2,775.00	2,995.00	220.00	Dental - PD
<b><u>General Fund - Improvement of Sites</u></b>				
1000- 760-730	20,000.00	30,200.00	10,200.00	Improve. Of Sites - Townhall Upgrades
1000- 760-730-0790	110,000.00	194,100.00	84,100.00	Improve. Of Sites - R & B Building Const.
<b>Total General Fund Increase</b>			<b>\$ 133,330.00</b>	
<b><u>Township Gas Tax</u></b>				
2021- 330-410	200.00	500.00	300.00	Office Supplies
2021- 330-430	500.00	1,000.00	500.00	Small Tools & Minor Equip. - TV
<b>Total Gas Tax Increase</b>			<b>\$ 800.00</b>	
<b><u>Police Dept - Levy Fund</u></b>				
2081- 210-314	3,700.00	4,700.00	1,000.00	Tax Collection Fees
2081- 210-420-0620	8,000.00	10,000.00	2,000.00	Operating Supplies - Uniforms
2081- 210-430	5,000.00	8,500.00	3,500.00	Small Tools & Minor Equip.- New Server
<b>Total PD Levy Increase</b>			<b>\$ 6,500.00</b>	
<b><u>Fire Dept - Levy Fund</u></b>				
2111- 220-314	8,700.00	11,000.00	2,300.00	Tax Collection Fees
2111- 220-214	2,750.00	2,850.00	100.00	Volunteer FF Dependents Fund
2111- 220-240	-	100.00	100.00	Unemployment Ins.
<b>Total FD Levy Increase</b>			<b>\$ 2,500.00</b>	
<b><u>Permissive Gas Tax</u></b>				
2231- 760-730	150,000.00	200,375.00	\$ 50,375.00	Road Paving - Hood & Cook Rds.
<b><u>EMS Levy Fund</u></b>				
2281- 230-314	4,500.00	6,000.00	\$ 1,500.00	Tax Collection Fees

2008 Annual Budget - Appropriation Changes  
 Regular Meeting - December 10, 2008

Transfer FROM Account	Transfer TO Account	Amount of Transfer	Description/Notes
<b>General Fund</b>			
1000-760-730-0582 Imp. Sites - Sports Field	1000-760-730-0790 Impr. Sites - R & B	2,500.00	R&B Building Construction
1000-760-730-0582 Imp. Sites - Sports Field	1000-120-353 Natural Gas	600.00	Utility Expense - Town Hall
1000-760-730-0582 Imp. Sites - Sports Field	1000-130-211 Zoning OPERS	500.00	Addt. Expense-Zoning
1000-760-730-0582 Imp. Sites - Sports Field	1000-120-400 Supplies/Materials	500.00	Town Hall Supplies/Materials
1000-760-730-0582 Imp. Sites - Sports Field	1000-610-500 Parks - Other Exp.	1,500.00	Blakeslee Park expenses
1000-760-730-0582 Imp. Sites - Sports Field	1000-610-330 Parks - Travel Expense	1,200.00	Training for new employee
<b>Road &amp; Bridge</b>			
2021-330-223 Dental Ins.	2021-330-241 Telephone	95.00	Increase in phone bill
2021-330-360 Contract Svs.	2021-330-341 Telephone	350.00	Increase in phone bill
2021-330-360 Contract Svs.	2021-330-351 Electricity	1,200.00	Addt. Electric - new building
2021-330-360 Contract Svs.	2021-330-410 Office Supplies	500.00	Addt. Supplies
2021-760-730 Improve. Sites	2021-330-420 Operating Supplies	3,000.00	Addt. Supplies
<b>Fire Dept Levy</b>			
2111-220-420-0620 Uniforms	2111-220-318 Training Services	2,000.00	Training/registrations

**APPROVED BY TRUSTEES**

AT 12-10-08  
 MEETING DATE

REVIEWED BY MEDINA TWP. TRUSTEES

Date 12-10-08

Trustee Cim. \_\_\_\_\_

Trustee [Signature]

Trustee [Signature]





# Medina Township

from the Office of Zoning Inspector  
Medina Township Hall  
3799 Huffman Road  
Medina, OH 44256

ZONING REPORT – NOVEMBER, 2008

## MONTHLY TOTALS

1	Commercial Addition		
2	Accessory Buildings		
2	Signs		
5	<b>TOTAL PERMITS</b>	<b><u>TOTAL VALUE:</u></b>	<b>\$22,800</b>

Respectfully Submitted,  
Mary Ann Heiss  
Assistant Zoning Inspector  
December 10, 2008

Fees collected on permits total excluding signs	\$ 157.40
Fees collected on sign permits:	<u>\$ 200.00</u>
<b>TOTAL FEES COLLECTED:</b>	<b>\$ 357.40</b>

# Medina Township Fire Department November 2008 Activity Report

## Type of Alarms

		Count	Percentage
A	Alarm Drop	6	17.64%
C	Carbon Monoxide	1	2.94%
E	Assist EMS (LST)	13	38.23%
F	Fire Call	6	17.64%
M	Motor Vehicle Accident	8	23.52%
<b>Total Incident Count</b>		<u>34</u>	

## Breakdown of Location of Calls

	Medina Twp	34
	Mutual Aid Given	0
<b>Total Calls for Month</b>		<u>34</u>

**Total Calls During Staffing Hours** 22  
Mon. Thru Fri. 7am-3pm

MEDINA TOWNSHIP POLICE  
ACTIVITIES FOR THE MONTH OF NOVEMBER AND YEAR TO DATE 2008.

**TOTAL NOV. 08 TOTAL Y.T.D.**

**CRIMINAL ACTS**

ASSAULTS	16	3	19
BURGLARY	19	0	19
BREAKING AND ENTERING	2	0	2
CHECKS AND FRAUDS	26	3	29
DRUG OFFENSES	21	0	21
THEFT	136	12	148
RAPE	3	0	3
SEX OFFENSE	3	1	4
STOLEN VEHICLE	9	0	9
VANDALISM	51	1	52
CRIMINA DAMAGE	9	2	11
HARRASSMENT	41	7	48
<b>TOTAL CRIMINAL ACTS</b>	<b>336</b>	<b>29</b>	<b>365</b>

**TRAFFIC DIVISON**

ACCIDENT NO INJURY	297	68	365
ACCIDENT PRIVATE PROPERTY	33	0	33
ACCIDENT INJURY	59	11	70
AIRCRAFT	1	0	1
<b>ACCIDENTS</b>	<b>390</b>	<b>79</b>	<b>469</b>

**ENFORCEMENT**

TRAFFIC COMPLAINTS	238	18	256
PARKING COMPLAINTS	25	22	47
TRAFFIC STOPS CITATIONS	505	33	538
TRAFFIC STOPS WARNING	1936	217	2153
UNDER THE INFLUENCE	47	1	48
DRIVING UNDER SUSPEN	137	17	154
<b>ENFORCEMENT</b>	<b>2888</b>	<b>308</b>	<b>3196</b>

**OTHERS CALLS**

ALARM DROPS	463	52	515
ANIMAL COMPLAINTS	126	10	136
DOMESTICS	78	14	92
BUSNIESS CHECKS	2982	28	3010
VACATION CHECKS	821	92	913
MISC	2036	451	2487
<b>TOTAL CALLS FOR SERVICE</b>	<b>10120</b>	<b>1063</b>	<b>11183</b>