

**RECORD OF PROCEEDINGS  
MINUTES OF ORGANIZATIONAL MEETING  
JANUARY 4<sup>th</sup>, 2006**

 **COPY**

The Medina Township Board of Trustees met in special session at the Medina Township Hall on January 4<sup>th</sup>, 2006, to conduct the business of the Township. Michael D. Todd called the meeting to order and passed the chairmanship of the meeting to Michael Stagar, Fiscal Officer.

Mr. Stagar called the meeting to order at 7:00pm with the following Trustees in attendance: Michael D. Todd, Dianna Huffman and Mead Wilkins. Also in attendance were the Fire Chief, Road Foreman, Zoning Inspector and the general public.

Mr. Stagar said the purpose of the meeting was to elect a Chairperson of the Board of Trustees and discuss personnel appointments and compensation.

**Election of Officers**

Mr. Wilkins motioned that the candidates for Chairperson be nominated from the floor. Mr. Stagar said nominations were now in order for the office of Chairperson of the Board of Trustees for Medina Township Medina, Ohio. Mr. Wilkins nominated Michel D. Todd for the office of Chairman of the Board of Trustees of Medina Township, Medina, Ohio. Mrs. Huffman seconded the nomination. Mr. Stagar asked Mr. Todd if he accepted or declined. Mr. Todd accepted the nomination. Mr. Stagar said Michael D. Todd has been nominated for the Chairman of the Board of Trustees of Medina Township Medina, Ohio. Mr. Stagar asked for further nominations from the floor and there being no further nominations, the nominations were closed. Mr. Stagar called for a roll call for the Chairman. Mr. Stagar called for the election of Michael D. Todd nominee for the Chairman of the Board of Trustees of Medina Township Medina, Ohio. I, Mead Wilkins, do move by motion that this Board elects Michael D. Todd, Chairman of the Board of Trustees of Medina Township Medina, Ohio. Mr. Stagar asked for a second to the motion on the floor. Mrs. Huffman said yes, I Dianna Huffman, do nominate Michael Todd, Chairman of the Board of Trustees of Medina Township Medina, Ohio. Mr. Stagar said the election of Michael D. Todd for the Board of Trustees for Medina Township Medina, Ohio was hereby in order. Mr. Stagar moved for a roll call vote for the election of Michael D. Todd for Chairman of the Board of Trustees for Medina Township Medina, Ohio. Roll Call Vote: Mr. Wilkins aye, Mrs. Huffman aye and Mr. Todd aye. Pursuant to the roll call as advocated by each and every Trustee so duly sworn, Michael D. Todd is hereby elected as Chairman of the Board of Trustees of Medina Township Medina, Ohio. Mr. Stagar moved this body to motion the relinquishment of chairmanship of the Board of Trustees of Medina Township Medina, Ohio from Michael Stagar, Fiscal Officer of Medina Township to Michael Todd as duly elected Chairman of the Board of Trustees of Medina Township Medina, Ohio. Mr. Wilkins made the motion and Mrs. Huffman seconded the motion. Voting aye thereon: Mr. Wilkins and Mrs. Huffman.

The Fiscal Officer relinquished the chair to Mr. Todd who asked for motions from the floor for nominations for Vice Chairperson. Mr. Wilkins moved to nominate Dianna Huffman as Vice Chairperson, Vice President. Mr. Todd seconded the motion. Voting aye thereon: Mr. Todd, Mr. Wilkins and Mrs. Huffman.

Mr. Todd asked for a motion from the floor to elect Dianna Huffman as Vice Chairperson. Mr. Stagar called for a roll call vote for the election of Dianna Huffman as Vice Chairperson of Medina Township Trustees Medina Township Medina, Ohio. Voting aye thereon: Mr. Todd, Mrs. Huffman and Mr. Wilkins.

**Executive Session**

Mrs. Huffman motioned to enter into Executive Session to discuss compensation for employees. Mr. Todd seconded the motion to go into Executive Session to discuss compensation for employees. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins. The Full Board went into Executive Session with the Fiscal Officer at 7:07 p.m. The Board reconvened at 8:09 p.m.

**Appointments**

Mr. Todd said the Trustees and Fiscal Officer discussed wages and benefits but did not make any decisions at that time but are now prepared to discuss appointments and wage scale.

**Resolution Number 01042006-001**

The Board of Trustees then discussed a slate of appointments for 2006 as follows:

Building Superintendent:	Mead Wilkins
Cemetery Superintendent:	Mead Wilkins
Service Dept. Superintendent:	Mead Wilkins
Service Department:	Edward Kerr, Working Foreman
	Dennis Miller, Full-time employee
Fire Commissioner:	Dianna Huffman
Fire Department:	
Fire Chief	Mark Crumley
Asst. Fire Chief	Bernie Smith Jr.
Captain	Larry Huffman
Captain	Mark Roberts
Captain	Shawn Kasson
Lieutenant	Lee Hlas
Lieutenant	Brian Draiss
Volunteer Firefighter's Dependent Board:	
	1. Dianna Huffman
	2. Michael Todd, Alternate
LST Representative	Dianna Huffman
Police Commissioner:	Michael Todd
Police Chief:	David Arbogast
Medina Countywide Emergency Mgmt. Agency:	
	Michael Todd
	Mead Wilkins
Zoning Liaison	Dianna Huffman
Zoning Inspector	Elaine Ridgley
Asst. Zoning Insp/Zoning Clerk	Mary Ann Heiss
Zoning Bd. of Appeals Sec.	Kim Ferencz
Zoning Commission Sec.	Kim Ferencz
Township Secretary	Cecelia Goe

Mr. Wilkins motioned to adopt the above slate of appointments. Mrs. Huffman seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Huffman and Mr. Todd.

**Salaries**

Salaries will be paid biweekly except as noted. Timesheets will be due the second and fourth Monday of the month at 9 a.m. Checks will be distributed the second and fourth Friday of the month. Payroll forms must be signed by the employee and approved by the Department Head and Trustee and certified by the Fiscal Officer. Trustees will be paid quarterly, Zoning Board Members will be paid annually with the exception of the Zoning Board Chairperson who will be paid quarterly and Fire Department personnel will be paid monthly.





### **Training Policy**

All personnel will request approval of the Trustee supervising the department prior to any training or workshop that requires reimbursement, time off during regular work hours, use of Township equipment or where they plan to attend as a Township Employee. A request form must be approved and a purchase order number received from the Fiscal Officer for expenses, prior to registration. Approved workshops are paid on a reimbursement basis for attendance. Allow 10 days for approval and processing of purchase order.

### **Hiring/Promotions**

The Medina Township Board of Trustees will interview and approve the hiring of all employees of the Township.

### **Use of Equipment, Supplies, Services**

Theft, misuse, abuse, or personal use of Township equipment, supplies or services is cause for discipline or dismissal of an employee.

### **Smoking Policy**

Medina Township will be smoke-free in all buildings.

## **TOWNSHIP PERSONNEL**

### **Mileage**

Mileage for use of personal vehicles on Township business will be the maximum allowable pursuant to the Internal Revenue Service Standard Mileage Rate. Employees driving their own cars on Township business must maintain minimum insurance coverage prior to hiring and once each year, per approved driver's license policy. Reimbursement for mileage must be submitted on the mileage form, signed by the employee and the department head.

### **Reimbursement Requests**

Reimbursement requests will be paid for pre-approved purchases only. The original receipts for expenditures, signed by the person purchasing, must be submitted with signed request form and approved by the department head.

### **Purchasing Policy**

The employees will follow the policy outlined pursuant to the Auditor of State Bulletin.

### **Service Department**

Any improvements performed inside or outside the Township right-of-way must be approved by the Township Board of Trustees.

### **Personnel:**

Any new full or part time employees will be hired within the limits of the appropriation.

#### **Full-time**

Benefits: Time and one half for overtime, for hours worked over 40 hours in one week. For the purposes of calculating overtime, holidays count as a day worked. Sick leave and vacation days do not count as days worked.

Vacation pay after one (1) year service: Two weeks (80 hours)

Vacation pay after five (5) years' service: Three weeks (120 hours)

Vacation pay after ten (10) years' service: Four weeks (160 hours)

Vacation will be scheduled with the approval of immediate supervisor and notification of the Trustees and certified by the Clerk.

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Mr. Wilkins motioned to approve the personnel policy for vacation. Mrs. Huffinan seconded the motion. Voting aye thereon: Mr. Wilkins, Mrs. Huffinan and Mr. Todd.

#### **Paid Holidays**

Paid holidays are as follows: (10 holidays of 8 hours each, 2 holidays of 4 hours each).

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
½ day Good Friday  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
½ day Christmas Eve  
Christmas Day

If holiday is on Saturday, day off is Friday. For Sunday holiday, Monday is paid holiday.

Sick leave will be 4.6 hours per pay period (bi-weekly) accumulative to a maximum of one thousand (1000) hours. If no accumulated sick leave is available any needed sick leave will be unpaid.

Part-time Service Department employees will be paid time and a half on **approved holidays** when called in to work. Full-time Service Department employees will be paid a **minimum** of two hours when called in after hours and on the weekends.

A health care plan will be offered to full-time employees, with employee responsible for deductibles and co-pays.

A 3% raise will be given to the following employees:

Working Foreman	\$20.75
Full-time Service Dept. Employee	\$17.73
Senior Part-time Ser. Dept. Emp. Don Kessler	\$16.25
Part-time CDL drivers	\$15.32

Service Department employees who are also employed as firefighters will be permitted to answer fire calls, as approved by the Fire Chief, during regular work hours of 7:00 am to 3:30 pm five days per week, at service department wages. No training or other Fire Department work will be paid at service department wages.

Service Department employees are permitted two (2) 15 minute breaks, one (1) in the morning and one in the afternoon; and a half hour (½) lunch per day.

#### **Mileage**

Any mileage that will be paid will be the maximum amount of mileage allowable per the Standard Rate pursuant to the Internal Revenue Service.

#### **Township Secretary – 3% Raise**

The Township secretary will be paid a salary of \$24,720 per year plus benefits.



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**Zoning Department**

Any new Zoning Inspector/Assistant Zoning Inspector will be hired within the budgetary allotment.

Hours: Zoning Inspector/Assistant Zoning Inspector as scheduled not to exceed a maximum of 1499 hours per year.

A minimum of 1 hour will be paid per approved meeting attended.

**Zoning Inspectors Pay – 3% Raise**

Zoning Inspector: \$18,025 annual salary

Asst. Zoning Inspector/Clerk: \$15,965 annual salary

Mileage: Maximum amount of mileage allowable per the Standard Rate pursuant to the Internal Revenue Service.

**Zoning Secretaries – 3% Raise**

Zoning Commission Secretary:

\$1390.50 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

Zoning Board of Appeals Secretary:

\$1390.50 annual salary plus \$30.00 per item on the agenda for meetings with minutes.

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.

Chairmen of the Zoning Boards: \$40.00 per meeting for attending Trustees, County Planning Commission and each other's meetings and workshops.

Alternates to Boards will be paid 40.00 per meeting attended and pre-approved workshops.

**Police Department**

**Part-Time Chief of Police: - 3% Raise**

\$24,411.00 annual salary.

**Police Officers and Sergeants**

Wage and benefit structure for the Police Department for 2006 will be per the negotiated contract.

**Fire Department**

Firefighters will be paid a minimum of 1 hour for fire calls any time the Fire Department is toned out by Dispatch. After the first hour they will be paid by the quarter hour. Storm standby will not be paid for unless approved by the Fire Chief. Hours will be taken from the run report times which will be received by Dispatch. The Duty Officer will be responsible for the in-service time.

**Part-time Fire Chief – 3% Raise**

\$15,450.00 annual salary

**Firefighter/Officer**

All firefighters will receive a 3% increase over what they received December 31<sup>st</sup>, 2005 for 2006.

Firefighter 1A: \$12.18 per hr

Firefighter 1B: \$12.84 per hr

Firefighter 1C: \$13.41 per hr

(This will be the same rate for a 240-hour certification)

Lieutenant: \$15.85 per hr

Captain: \$17.09 per hr

Asst. Chief: \$18.28 per hr

All part time Firefighters and Officers, except the Chief are limited to a maximum of 1499 hours per year.

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**Fire Department Con't**

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

Pay Scale for the part-time at will secretary for the Fire Department who will remain part-time with no benefits:

- 2006 – Increase of .50 cents per hour in addition to a 3% raise on \$12.36 totaling \$13.23.
- 2007 – Increase of .50 cents per hour plus the cost of living increase.

**Probationary Firefighter**

A new Firefighter with the Medina Township Fire Department will be considered as a Probationary Firefighter for a minimum of six (6) months. Completion of the 36-hour required training and performance review is required prior to completion of probation.

Probationary Firefighter: \$7.00 per hour. Pay will be for the length of probation regardless of prior training.

**Training**

Firefighters will be paid 2.5 hours a week when weekly department training is held. The Fire Chief will approve hours paid when the department conducts special training (i.e. house burns). Hours for outside training will be turned in after completion of the class and the Fire Chief is given a copy of certification for the class. Only classroom time will be paid for according to published information of the class length.

**Paid Activities**

The following is a list of activities that a member of the Medina Township Fire Department will be paid for. It should be noted that all paid activities are to be supervised activities, pre-approved by the Fire Chief, and that pay for fire calls will be by the hour for the first hour and quarter hour increments after the first hour. Fire calls will not be based on per incidents.

- Firefighting
- Inspections
- Firefighting Training
- Pre-planning
- Maintenance of Equipment and Vehicles
- Maintenance of Buildings
- Physicals – Maximum 2 hours
- Fire Prevention Talks
- Public Relations Talks
- Interviewing Prospective Employees
- Meetings of County/State/National Organizations-Classroom Time Only
- Hydrant Flushing
- Reports
- Computer Data Entry
- Computer Programming
- Fire Prevention Activities
- Meetings with any Local/County/State Agencies Dealing with Fire Department Related Items
- Combined Operations Staffing with Medina City

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## 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  
 50,001 - 100,000sf - \$1,500.00  
 100,001sf and over \$2000.00

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: \$500.00

Billboards and High-Rise signs: \$300.00

All signs: Penalty for failure to obtain permit prior to construction, 100% of the fee:  
 i.e. \$75.00 fee \$75.00 penalty. Total \$150.00

Financial guarantee: Bank draft, certified check or performance bond 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.

**Tapes:** \$5.00 per meeting tape, copies of records \$.10 cents per copy.



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## **FEES CON'T**

### **Amendment to Zoning Certificates**

Mr. Todd made an amendment to Zoning Certificates to read in an additional section:  
Fees for lot split or lot combination \$25.00 each.

Amend the language in the following: Penalty fee 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.

To read in Zoning Certificates Business:

Temporary Trailer: Must leave \$500 deposit. Money is returned if temporary trailer is removed in 6 months. Permit renewal required.

Mr. Wilkins motioned to adopt and set the foregoing salary, policies and fee schedules as amended. Mrs. Huffman seconded the motion with her abstention on the Fire Captain salary because her husband is the Fire Captain. Mr. Todd seconded the motion for the Fire Captain. Voting aye thereon: Mr. Wilkins, Mrs. Huffman and Mr. Todd.

### **Regular Meetings**

Mrs. Huffman motioned to set the regular meeting to be held on the second Monday of the month at 7:30 p.m. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Wilkins and Mr. Todd.

### **Sign Permit Fees**

Mrs. Huffman motioned to have the Board reserve the right to waive the sign permit fees for Churches or non-profit comparable establishments, including the Township Police and Fire Departments. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Wilkins and Mr. Todd.

## **PUBLIC COMMENT**

Mr. Todd opened the floor to public comment.

Kim Ferencz asked if the Zoning Board and Zoning Board of Appeals members were appointed and was told applicants would be interviewed and then appointments would be made. She was concerned about a pending issue before the Zoning Board of Appeals. She was told to contact the applicant and give him the choice of being heard even though it is not a full board.

Sally Gardner had comments regarding the appointments for the Zoning Boards seats.

Mrs. Huffman asked that letters be sent to department heads regarding the raises.

Mrs. Holt commented on the zoning boards appointments.

Mr. Wilkins said he appreciated everyone's help in getting the information for this meeting.



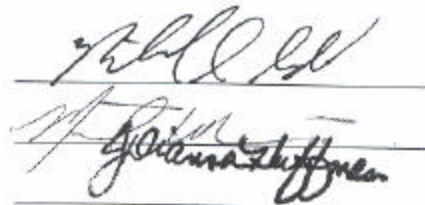
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There being no further business to come before the Board the meeting was adjourned at 8:51 p.m.



Medina Township Fiscal Officer



Medina Township Board of Trustees