

**RECORD OF PROCEEDINGS
MINUTES OF ORGANIZATIONAL MEETING
JANUARY 10th, 2007**

The Medina Township Board of Trustees met in special session at the Medina Township Hall on January 10th, 2007, to conduct the business of the Township. President Todd called the meeting to order at 7:03 pm with the following Trustees in attendance: Dianna Huffinan, Michael D. Todd and Mead Wilkins. Also in attendance were the Fiscal Officer, Fire Chief, Police Chief, Road Foreman and the General Public

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.

Chief Arbogast passed out funding information for Medina Township.

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

Election of Officers

Mr. Todd motioned to turn the Chairmanship of the meeting over to the Fiscal Officer for the purpose of electing a President of the Board of Trustees. Mrs. Huffman seconded the motion. Mrs. George opened the floor for nominations for President. Mrs. Huffman nominated Michael Todd as President of the Board of Trustees. There being no further nominations for President, Mr. Wilkins seconded the nomination. Mrs. George closed the floor for nominations for President and called for a roll call vote. Mrs. Huffman aye, Mr. Todd abstained and Mr. Wilkins aye.

Mrs. George opened the floor for nominations for Vice-President of the Board of Trustees. Mr. Wilkins nominated Dianna Huffman. There being no further nominations for Vice-President, Mr. Todd seconded the motion. Mrs. George closed the floor for nominations for Vice-President and called for a roll call vote. Mrs. Huffman abstained, Mr. Todd aye and Mr. Wilkins aye.

Mrs. George turned Chairmanship of the meeting over to Mr. Todd, Chairman.

Executive Session

Mr. Todd motioned to enter into Executive Session with Medina Township Personnel and the Township Fiscal Officer to discuss personnel appointments and compensation for Township Personnel. Mrs. Huffman 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 7:10 p.m. The Board reconvened at 9:00 p.m.

Appointments

Mr. Todd said the Trustees and Fiscal Officer discussed wages and benefits. Mrs. George gave the Trustees a summary of cash funds, general fund revenue and expenditures. Until the Trustees get correct financial figures and a budget for 2007 pay raises will be held at this time. After the information is received then pay raises may be given and if they are given they will be retroactive.

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Appointments Con't

Resolution Number 01102007-001

The Board of Trustees then discussed a slate of appointments for 2007 as follows:

Building Superintendent:	Mead Wilkins
Cemetery Superintendent:	Mead Wilkins
Service Dept. Superintendent:	Mead Wilkins
Service Department:	Edward Kerr, Working Foreman Dennis Miller, Asst. Working Foreman
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:	
	1. Michael Todd
	2. Mead Wilkins, Alternate
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. Todd motioned to adopt the above slate of appointments. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

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 and Fiscal Officer will be paid monthly, 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.

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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. \$50 will be credited daily for reimbursable expenses for meals with receipts, tips are included in the \$50, and no alcohol shall be purchased all receipts shall be given to the Fiscal Officer.

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 any employee.

Smoking Policy

Medina Township will be smoke-free in all buildings and Township vehicles.

Mr. Todd motioned to approve the above. Mrs. Huffman seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

Mr. Todd motioned to amend the previous motion to state in the salaries portion that an additional exception shall be made for the bi-weekly pay for the Fire Department Clerk and the smoking policy shall state that Medina Township will be smoke free in all buildings and vehicles. Mr. Wilkins seconded the motion. The vote for the amendment for the Fire Clerk's salary: Mrs. Huffman aye, Mr. Todd aye and Mr. Wilkins aye and the vote for the amendment for the smoking policy: Mrs. Huffman no, Mr. Todd aye and Mr. Wilkins Aye.

TOWNSHIP PERSONNEL

Mr. Todd motioned to put forward the following policies for Township Personnel:

Mileage

Mileage for use of personal vehicles on Township business will be 40 cents per mile. Employees driving their own cars on Township business must maintain minimum insurance coverage prior to hiring and once per year, per approved driver's license policy. Employee must provide proof of insurance annually to be retained in employees personnel file.

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. Reimbursement for mileage must be submitted on the mileage form and signed by the employee and department head.

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Purchasing Policy

The employees will follow the policy outlined pursuant to the Auditor of State Bulletin, by the Fiscal Officer, for the purchase of products or services for the Township. A department head may approve purchases under \$200 within the limits of a blanket purchase order or certificate pursuant to the Ohio Revised Code. Any purchases over \$200 requires a separate requisition, signed by the department head and a purchase order from the Fiscal Officer, signed by the Trustee, prior to the purchase. A copy of the signed purchase order will be returned to the department head. After the approval process, the appropriate certificate number or purchase order number must be given to the vendor at the time of purchase and documented on the invoice. The employee must print name and sign name on the receipt. Pursuant to the above statement of Purchasing Policy, any of the following procedures may result in employee being personally responsible for the payment of the invoice. Invoices will not be processed for payment without a blanket certificate number or purchase order number.

Personnel

Service Department

Full-time Employees

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 or department head.

Paid Holidays

Paid holidays are as follows:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

All full time employees will be entitled to 1 floating holiday. 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 employees responsible for 10% of premium for Medical and Dental Insurance, deductibles and co-pays excluding those covered under the collective bargaining agreement. Part-time employees were offered medical and dental plans where they will be responsible for 100% of their premium.

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Personnel – Full-Time Employees Con't

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) paid lunch per day.

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

Township Secretary

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

Personnel - Part-Time Employees

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

Zoning Inspector: \$13.00 per hour compensation.

Asst. Zoning Inspector: \$11.00 per hour compensation.

Zoning Secretaries

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 meetings where site plans are considered, County Planning Commission meetings where zoning issues within the boundaries of Medina Township are under consideration and each other's Board meeting.

Alternates to Boards: \$40.00 per meeting attended and pre-approved workshops.

Police Department

Part-Time Chief of Police: \$23.47 per hour compensation

Police Officers and Sergeants

Wage and benefit structure for the Police Department for 2007 will be per the negotiated contract.

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Personnel – Part-Time Employees Con't

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

\$15,450.00 annual salary

Firefighter/Officer

Firefighter 1A: \$12.18 per hr (Amended Firefighter 1A)
Firefighter 1B: \$12.84 per hr (Amended 1)
Firefighter 1C: \$13.41 per hr (Amended 2)
(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.

Records Clerk (Part-Time Secretary)

Part-time Records Clerk (Secretary) shall be paid \$13.23 per hour.

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

Fire Department Paid Activities Con't

- 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

Mr. Todd motioned to approve the above. Mr. Wilkins seconded the motion. Roll call vote: Mrs. Huffman aye but abstain on the Fire Captains pay because her husband is a Fire Captain, Mr. Todd aye and Mr. Wilkins aye.

Mr. Todd amended his motion for the following sections:

Zoning Department:

Hours: Zoning Inspector and Assistant Zoning Inspectors scheduled hours not exceed a maximum of 1499 hours per year.

Fire Department:

- Firefighter/Officer:** Firefighter 1A \$12.18
- Firefighter 1 \$12.84
- Firefighter 2 \$13.41

All remaining portions shall remain in place. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffinan, Mr. Todd and Mr. Wilkins.

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

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

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FEES CON'T

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

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.

Public Records Request (Tapes/Meeting Copies): Public Records Requests shall be made available at the actual cost of the tape and copies of the records.

Mr. Wilkins said there is \$18,000.00 in the budget that is dedicated for cemetery improvement only. He would like the Road Department to make any necessary improvements to the Medina Center Cemetery and that the maintenance building should be put on hold pending the other fiscal resolution.

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

Amendment to Zoning Certificates and Fire False Alarm

Mr. Todd motioned to amend the previously stated motion to amend:

Zoning Certificates:

Fees for lot splits or lot combinations: \$25.00 each.

Amend the language of the following:

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.

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FEES CON'T

Amended Motion Con't

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

Fire Fees:

False Alarm Fees should read pursuant to the Ohio Revised Code.

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

Regular Meetings

Mr. Todd motioned to set the regular meetings to be held every other week on Thursday at 7:00 pm starting January 11, 2007, with the exception of the January 11, 2007, meeting being held at 7:30pm because it was already advertised. Department reports will be due the first meeting of every month. Mr. Wilkins seconded the motion. Roll call vote: Mrs. Huffman no, Mr. Todd aye and Mr. Wilkins aye.

Sign Permit Fees

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

Reappointment of Zoning Commission and Zoning Board of Appeals Members

Mr. Todd said the reappointments for the Zoning Boards will be taken care of at a later date. At this time everyone is a holdover on the Boards.

Taping of Meetings

There was discussion regarding continuing to tape the meetings because of the problems had with the recorder not always working. A decision will be made at a later date.

PUBLIC COMMENT

Mr. Todd opened the floor for public comment. Mrs. Huffman seconded the motion.

Bill Ostmann (3670 Hamilton Rd.) commented on the taping of meetings.

Matt Ventura suggested using a digital recorder to tape meetings

Jim Traynor (4004 Remsen Rd.) commented on the taping of meetings.

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

In Other Business

Mr. Todd asked if everyone understood why raises were not being given at this time.

Mr. Wilkins stated that the Trustees are working on personnel policies and hope to have them in place at this time next year.

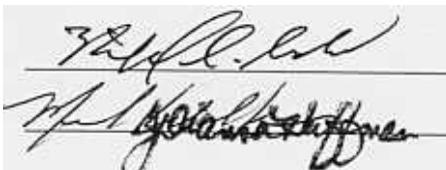
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Mr. Todd motioned to adjourn the meeting. Mr. Wilkins seconded the motion. Voting aye thereon: Mrs. Huffman, Mr. Todd and Mr. Wilkins.

There being no further business to come before the Board the meeting was adjourned at 9:46 pm.



Medina Township Fiscal Officer



Medina Township Board of Trustees