

**WESTFIELD TOWNSHIP TRUSTEES
ORGANATIONAL MEETING
January 2, 2008 @7:00 PM**

Fiscal Officer/Clerk, Martha Evans opened the meeting at 7:00 PM by asking those in attendance to stand and Pledge Allegiance to the Flag.

Trustees in attendance: Timothy Kratzer, Carolyn Sims, and James Likley.
Sign-in sheet of others in attendance is attached to minutes in the fiscal officer/clerk's office.

Martha asked for nominations for Chairperson for year 2008.

Tim nominated Jim Likley. Jim declined nomination.

Jim nominated Carolyn Sims. Carolyn accepted and seconded the nomination.

Roll call: Jim, aye; Carolyn, aye; Tim, no.

The fiscal officer/clerk turned the meeting over to Carolyn Sims.

Carolyn opened the floor for nominations for vice chairman.

Carolyn nominated Jim Likley, seconded by Jim.

Roll call: Tim, aye; Carolyn, aye; Jim, aye. Jim accepted the position.

Carolyn welcomed the guests and asked if anyone had any comments. Stan Scheetz stated he would speak later.

REGULAR MEETING DATE AND TIME:

Tim made a motion to keep the trustees regular meetings the 1st and 3rd Monday of each month at 7:00 PM, seconded by Jim. Roll call: Tim, aye; Carolyn, aye; Jim, aye.

COMMITTEE CHAIRPERSONS:

Cemetery: Tim made a motion to chair the cemetery, seconded by Jim.

Roll call: 3 ayes 0 nays

Park: Tim made a motion to chair the park, seconded by Carolyn,

Roll call: 3 ayes 0 nays

Zoning: Carolyn made a motion for Jim to chair the zoning, seconded by Tim.

Roll call: 3 ayes 0 nays

Roads: Carolyn made a motion to chair the roads, seconded by Jim.

Roll call: 3 ayes 0 nays

Fire: Tim made a motion for Jim to be the trustee to represent the township on the Fire Committee, seconded by Carolyn. Roll call: 3 ayes 0 nays

COMMITTEE VOLUNTEERS:

Park-Resident: Tim made a motion to retain Ron Oiler, seconded by Jim.

Roll call: 3 ayes 0 nays

Fire-Resident: Jim made a motion to appoint Jack Poe as a resident representative on the Fire Committee, seconded by Tim. Roll call: 3 ayes 0 nays

Fire-Dependency Board: Tim made a motion to appoint Jim Likley, seconded by

Carolyn. Roll call: 3 ayes 0 nays

Chippewa Park Committee: Jim made a motion to appoint Carolyn Sims, seconded by Tim. Roll call: 3 ayes 0 nays

EMPLOYEES:

Road Supervisor Lee Evans: Carolyn read Lee's annual job performance review. Lee has performed his job duties faithfully and proficiently. Carolyn made a motion to give cost of living 3% increase in wages making the wage \$20.60 per hour, seconded by Jim. Discussion: Tim thought a token of appreciation to give another 20 hrs vacation time. Carolyn replied, "I think it should be in the handbook not on an individual case basis". Jim stated out in the industry world 3 weeks is at 10 yrs of service. Tim amended the motion to reflect 3 weeks vacation, died for lack of second. Roll call on the original motion: Tim, no; Carolyn, aye; Jim, aye. Carolyn made a motion to have the trustee in charge of roads sign the road supervisor's time sheet, seconded by Tim. Roll call: 3 ayes 0 nays.

RESOLUTION 2008-01 A RESOLUTION AUTHORIZING THE TOWNSHIP ROAD DEPARTMENT TO PROCEED IN CERTAIN INSTANCES BY FORCE ACCOUNT IN THE RECONSTRUCTION, IMPROVEMENT, MAINTENANCE AND REPAIR OF ROADS AND CULVERTS

Carolyn made a motion to adopt Resolution 2008-01, seconded by Jim. Roll call: 3 ayes 0 nays

Temporary road help (flaggers etc.) Jim made a motion to give a 3% cost of living wage increase (\$.33 per hour) wage for 2008 \$11.33 per hr., seconded by Tim. Roll call: 3 ayes 0 nays

Emergency road help(storms etc): Jim made a motion to give a 3% cost of living wage increase (\$.42 per hour) wage for 2008 \$14.42 per hr., seconded by Carolyn. Roll call: Tim, no; Carolyn, yes; Jim, yes.
Jim mentioned that he gave Lee a name of person in the township that has a CDL in case he is in need of CDL drivers.

Tim made a motion to have road supervisor maintain emergency road help list, use his judgment in calling out emergency road help and that the road trustee is to approve all emergency/temporary road help time sheets, seconded by Jim. Roll call: 3 ayes 0 nays.

Zoning Inspector: Tim made a motion to re-appoint Gary Harris as zoning inspector at the same rate of pay \$625 per month, seconded by Jim. Roll call: 3 ayes 0 nays.

Zoning Secretary: Tim made a motion to appoint Marlene Oiler. Motion died for lack of second. Chairperson declared position vacant.

Administrative Assistant: Carolyn made a motion to vacate position. Died for lack of second. Chairperson declared position vacant.

Secretary to Trustees: Position vacant

ZONING BOARDS:

Zoning boards compensation: Jim made a motion to keep the rate of compensation at \$30.00 per meeting, seconded by Carolyn. Roll call: 3 ayes 0 nays.

RESOLUTION 2008-02 RESOLUTION AMENDING THE WESTFIELD TOWNSHIP EMPLOYEE HANDBOOK TO INCLUDE: EXHIBIT "A" ZONING BOARD MEMBER TRAINING REQUIREMENTS AND ZONING BOARD TRAINING COMPENSATION.

Carolyn made a motion to amend the employee handbook by adding Exhibit "A", seconded by Jim. Discussion: Tim – 8 hrs too much for a person with a full-time job. Carolyn: Township could have training in house to accommodate those that cannot get to other training. Jim: In years past, I have seen the results in the lack of or the need for training. Board members should be trained if possible. This is a move so that residents and applicants can have a good-seated board. The board must be willing to have training.

Roll call: Jim, aye; Carolyn, aye; Tim, aye with reservations.

BOARD OF ZONING APPEALS: Jim made a motion to re-appoint Larry Bensinger, seconded by Tim. Discussion: Jim: Larry in a relatively short time has proven himself to be very knowledgeable; he does site inspections and review and does an excellent job. Carolyn: Larry does a good job and is prepared. **Roll call: 3 ayes.**

ZONING COMMISSION: Tim made a motion to re-appoint Russ Zupanic, seconded by Carolyn. Discussion: Jim: I worked with Russ and all too often he was not prepared or not familiar with the application. The board deserves more commitment.

Roll call: Tim, aye; Carolyn, no; Jim, no.

Chairperson declared position vacant.

There will be a special meeting Jan. 5, 2008 @ 10:00 am to hold executive session to interview zoning applicants.

Mileage rate for 2008: Jim made a motion to pay \$.48 per mile for township business, seconded by Carolyn. Roll call: 3 ayes 0 nays.

Hall Rental opening and closing rate. Discussion: Carolyn we need a policy and procedure concerning this. Jim made a motion to leave rate @\$20 per opening & closing and \$13.00 per hr. for cleaning of the building, seconded by Tim. Roll call: 3 ayes 0 nays.

Carolyn made a motion to read the minutes during the meeting, seconded by Jim. Discussion: Carolyn made mention that Tom Gallatin was the resident that made the request to have the minutes read at a meeting but he is no longer with us. Tim suggested making a copy of the *draft* and having it available for the audience. Carolyn related that it could get to be problematic that the *draft* would be out in the public. Jim: Either printed or reading still takes time.

Roll call: Tim, no; Carolyn, yes; Jim, no.

NEW BUSINESS

2 trustees need to travel to Medina Co. Engineer's Office to sign the annual mileage report January 9, 2008 between 8 am to 4:30 pm.

Next regular trustees meeting: January 7, 2008 @ 7:00 pm

Westfield Township Trustees
Organizational Meeting
January 2, 2008

Mr. Stan Scheetz (attorney for the Kratzers) distributed information concerning his role in real estate and economic development. Mr. Scheetz will meet with Bill Thorne Jan. 3, 2008 @ 1:00 pm. He related that he does not expect any favors from anyone. He assured the board that he asked Marlene to stop by and pick up the re-consideration motion while she was in Medina on personal business. He mentioned the possibility of CEDA'S or JEDD's for the proposed property for development.

Carolyn made the statement that we need fair minded people on the zoning boards.

Jim made a motion to go into executive session for employment at 8:35 pm, seconded by Carolyn. Roll call: 3 ayes 0 nays.

9:08 pm Resumed regular meeting

Jim made a motion to interview all applicants, seconded by Tim. Roll call: 3 ayes 0 nays.
Jim will make the necessary phone calls to set up appointment times for interviews.

Tim made a motion to adjourn, seconded by Carolyn. Unanimous.

APPROVED January 21, 2008