

WESTFIELD TOWNSHIP TRUSTEES

Regular Meeting

April 21, 2008

7:00 PM

Chairperson, Carolyn Sims opened the meeting at 7:00 pm by asking those in attendance to stand and Pledge Allegiance to the Flag.

TRUSTEES IN ATTENDANCE: Carolyn Sims, James Likley, Timothy Kratzer.

Also in attendance was fiscal officer, Martha Evans. A sign in sheet is attached to minutes in the fiscal officer's office.

PUBLIC PARTICIPATION:

Mark Goffinet, Auditor Kovach's representative had two announcements:

1. Memorial Day essay contest for 10-12 grades. Prizes \$100, \$150 & \$200 savings bond. See the Web Site for more information.
2. Reduction of taxes is available for structural damage to the physical property. The form is available online or there is a form at the township office.

FISCAL OFFICER'S REPORT:

Correspondence:

- ◆ Thank you note from Ken and Lisa Beckman for the 7611 Greenwich Road clean up.
- ◆ 2 letters from Deborah Russell from the Chippewa Subdistrict of the Muskingum Water Conservancy District; one to Mr. Carrasco (North Coast Premier Soccer) and one to Mr. Mike Currier (ODOT) concerning adding waste material in the flood plain.
- ◆ Karen Fisher's e-mail referring to the township's hiring practices (Martha's reply: the Policy and Procedure is being drafted)
- ◆ Letter to Scott May from the Medina Co. Soil & Water Conservation District concerning a pond being constructed on his property (Eastlake Road)
- ◆ Medina Co. Prosecutor's letter (Glen Zuber's hearing postponed because of Judge Kimbler recusing himself)
- ◆ IRS letter concerning the township's request for interest and penalty abatement. The IRS is working with the Taxpayer Advocate Service. We should hear from them 30-90 days.
- ◆ Fiscal Officer received what the fire levy would produce if renewed or replaced. Trustee Likley will expand on this later in the meeting.
- ◆ The fund Balances were noted (a copy is attached to these minutes) and on the table for the public.
- ◆ The list of checks ready for payment were read by the Fiscal Officer in the amount of \$22,307.24 (copy of the list is attached to the minutes in the fiscal officer's office. **Tim made a motion to pay the above referenced bills, seconded by Jim. No discussion. Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.**
- ◆ Fiscal Officer asked for the trustees approval for the supplemental appropriations (a list is attached to the minutes) **Tim made a motion to approve the referenced supplemental appropriations, seconded by Jim. No discussion. Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.**

Trustee Likley asked the Fiscal Officer to monitor the old outstanding checks and to give the two individuals a call or note if they are not cashed by the April bank statement.

WHITE ROAD: Lee met with ODOT and Kokosing about the repair of White Road that was used as a haul road for the highway construction. Trustees agreed to allow Kokosing to repair the haul road damages **first** at no cost to the township, then if it needs touched up Lytle can put the finish coat on later. Carolyn asked "is there was a tentative schedule?" Lee, "No".

MOWING BIDS:

Carolyn: I have reviewed the bids. 1. Absolute's insurance has expired as of 7-5-07 and it was for janitorial service. The bid package states a certificate of insurance and workers compensation (if there are employees) must be included in the bid. MDR did not have a workers compensation certificate and they do have employees. Backyard Basics had a letter stating he was a sole proprietor (no employees) and did have the certificate of insurance.

Jim: MDR had the bid for the last two (2) years (2006+2007).

Tim: We have had complaints about MDR concerning the headstones at the cemetery and an electrical line was cut on the township septic system and never reported. Backyard Basics had the maintenance contract for 2004 and 2005 and we were please with his work - no complaints.

Tim made a motion to award the contract to Backyard Basics, seconded by Jim.

Discussion: Carolyn wants the record to reflect that Backyard Basics is an Evans.

Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.

Carolyn will take care of notifying Backyard Basics and that the Fiscal Officer should write to letters to MDR and Absolute notifying them they were not the successful bidders.

7611 GREENWICH ROAD

Carolyn asked the Fiscal Officer if there was any response to the letter notifying Bryan Nelson of the bill to be paid for clean up. ANSWER - No. The letter was mailed April 8, 2008, Mr. Nelson should have received it no later than April 11, 2008. The 10 days to respond is past.

Carolyn made a motion to send a letter to the Medina County Prosecutor, Medina County Auditor, Medina County Treasurer asking that a tax lien be put on the property in the amount of \$7,062.98, seconded by Jim. No discussion. Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.

Mr. Likley read a letter from the treasurers office that there are funds available for loans for home improvements to residents.

CEMETERY: Tim will check with Bill Thorne if the deeds are prepared. Tim reported he has not done anything on the single cemetery lot pricing, he hopes to have something by the next meeting.

Tim interrupted the meeting by congratulating Bruce & Rosemary Broadbridge on their 60 years of marriage. Tim saw their picture in the paper and the Broadbridges just walked into the meeting. Tim asked the audience to applaud the Broadbridges'.

POLICY & PROCEDURE: Discussion of the date for the next workshop. It was decided to have SPECIAL MEETING/GENERAL BUSINESS & workshop Firday, May 2, 2008 @ 9:30 am.

Carolyn will ask if Bill Thorne can be present at the May 2nd meeting.

MESSAGE BOARD: Jim asked Gary to measure within the parameters of the present sign. Gary is waiting for Jim to get the letters. Jim has located a place to get the letters and needs to order them. Jim will report more at the next meeting.

FIRE LEVY: Jim worked up the following table. He also reviewed the 10 year long-range plan with the board, which could include additional housing for fire vehicles, vehicle replacement.

The auditor's office sent the dollar yield if the present levy was replaced:

1.5 mills	\$115,828
2.0 mills	\$152,458
2.5 mills	\$189,128
3.0 mills	\$225,778

We presently get \$78,000 per year.

Tim: This is just a thought. Renew the continuing levy every 5 years instead of waiting for 11 or 12 years. Every 5 years we could take advantage of new construction. We have never had trouble with a fire levy. The community sees that the funds are being used wisely and not extravagantly

Jim: We have one of the lowest fire levy & budget in the county. The Fire Committee is recommending hiring a 3rd party to evaluate the fire and rescue needs (equipment and additional housing). The Ohio Fire Chief's Association recommended TG Fire & EMS Systems Inc. This is a team of 5 people that would do the evaluation. The cost is \$9,900 (township share 50%). Chief Snoddy has started to fill out the questionnaire.

Jim made a motion to support the 3rd party evaluation, Carolyn seconded the motion.

Discussion: Carolyn asked if they would look at cost analysis between addition to current fire station versus building on the township building within the same dollar amount. Jim: Yes, they will look at putting an addition at the present facility, expand at the township or at another location. The full evaluation will take 90-150 days. Carolyn: What about the utility easement located in the side yard of the current fire station? Jim: That is part of the evaluation.

Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.

6177 BUFFHAM ROAD DITCH - Carolyn announced this topic will be tabled until more information is gathered.

NEW BUSINESS:

Zuber hearing - Tentative rescheduled May 5, 2008

Cell Tower - Grant verbal approval for survey, drawing, formal proposal contract with an assigned amount. Carolyn: A height variance is required if more than 75 feet in height. I will get some market prices. Jim - I do not have a problem. Carolyn: I will give Verizon Wireless verbal approval and get a market analysis. I want record to reflect that we want to be a good neighbor and the opinions of the surrounding residents should be considered.

North Coast Soccer Conditional Use - Gary reported that the BZA granted the conditional use for 2 years. Within 60 days the BZA will review the tree and screening issue. Last Friday Gary, Joe Hannah and North Coast Soccer met to get an agreement between the parties in place, signed and ready to present to the BZA.

Jim: What about the longevity of the plants? The ones there did not last.

Gary: North Coast suggested fencing and plants alternated.

Ron Oiler: The screening was the only condition.

Jim: Is there a completed site plan? Ron answered, yes. Jim: Shouldn't we know where and dimensions of parking and drives? Do we know what they are today?

Ron: We have capacities not dimensions.

Jim: Don't you feel dimensions would be helpful?

Ron: It would be nice to know.

Jim: Are they part of the conditions?

Ron and Tom Micklas answered, No.

Jim: The board should have dimensions. Over the years if changes are made, you would have a record on paper. So much of the area is in the flood plain and should have been part of the conditions.

Carolyn: Gary needs to review the site plan for dimensions. Review the flood plain and natural hazards district in the zoning code.

Lee: Basically what you are telling the board is that Gary needs something on paper or he cannot uphold our zoning code.

Carolyn: Gary needs to make sure applications are reviewed for their completeness. Take the site plan back to Willie and have the dimensions recorded on the site plan. We need to make sure the flood way is not used for parking.

Culvert on North Coast Soccer property south of Buffham Road

Carolyn: Kelly Gregoire has called me concerning the culvert on North Coast Soccer property that was removed by the township. She feels without the culvert, it is a hazard plus Medina Sod has an easement to cross that property. I referred her to you, Mr. Kratzer since you had a part in that decision. Tim: At the BZA meeting Lee said it would be replaced. You all have a letter and pictures of why the culvert was removed. North Coast gave their permission to have the 10" pipe removed and replaced with a 36" pipe.

Lee: I told Willie that after the Lake Road water gets flowing we would put the 36" pipe in. Willie agreed to pay for the pipe.

Carolyn: This is on private property but was it backing up water on Buffham Road?

Tim: I received a call from Kelly Gregoire complaining how she was treated on the phone. Trustee Kratzer reprimanded/disciplined Lee by stating "Just because her name is Gregoire, she still deserves to be treated with respect on the phone".

EPA Well Head Protection Meeting report

Discussion: Points and non points source contamination of the well head protection area.

Discussion topics included township zoning to support protection plan including zoning options and farmer education. There will be future work sessions.

Jim asked: Is this things the zoning commission can use to protect well heads?

Carolyn: I have a power point coming regarding aquifer protection zoning within Ohio. There is language coming and it could be a volunteer over lay district.

North Star Presentation

Jim has Mark Majewski scheduled for May 5th meeting. Jim asked if it might not be a good idea if the board had another presentation from someone like Bob Arnold? Jim will contact Mr. Arnold for a potential date of May 19, 2008. Carolyn wants to see the Lafayette plan.

Bruce Hulmes, Cloverleaf Local School District Superintendent would like to speak for 15 minutes at the May 5th meeting.

Jim: The Fire Committee met April 13th. The meeting went well. Everyone is on the same page with having a 3rd party involved for evaluation of the fire & rescue needs. Communications are very good. No need for trustees to have a meeting with fire committee.

Kratzer map amendment scheduled May 7th @ 6:30 pm with the Medina County Planning Services and then on May 13th, 2008 for Westfield Township Zoning Commission Public Hearing.

Carolyn made a motion to table March 17th and April 11th, 2008 minutes to give trustees adequate time to read them in their entirety, seconded by Jim. Roll call: Carolyn, aye; Likley, aye; Kratzer, aye.

No comments from audience.

Carolyn made a motion to go into executive session for the purpose of employee discipline and pending litigation, right Tim? Kratzer, no I took care of employee discipline in the meeting. Carolyn, OK. Motion died for lack of second.

Carolyn made a motion to go into executive session for the purpose of pending litigation, seconded by Tim at 8:45 pm. Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.

Tim made a motion to come out of executive session at 8:55 pm, seconded by Jim. Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.

Carolyn made a motion to continue with the Zuber hearing and not accept an agreement, seconded by Jim. Roll call: Carolyn, aye; Kratzer, aye; Likley, aye.

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

Approved June 2, 2008

Chairperson, Carolyn Sims

Trustee, James Likley

Martha Evans

Fiscal Officer, Martha Evans

Timothy Kratzer

Trustee, Timothy Kratzer