

Westfield Township Trustees
Special meeting:
General Business &
Policy & Procedure Manual Work Session
May 16th, 2008
9:30 AM

Trustees Chairman Sims called Special Meeting of the Board Trustees to order. The meeting was held regarding General Business & the continuation of the work session for the creation of the Westfield Township Policy & Procedure manual.

In attendance at the meeting: Trustee Sims, Trustee Likley, Trustees Kratzer. (Fiscal Officer Martha Evans absent due to previous engagement.) No Audience members present.

Policy & Procedure Topics:

The Trustees reviewed pages 20-27 of the Guilford Township manual, section by section including the following topics:

- Paid Personal Leave**
- Funeral Leave**
- Family and Medical Leave**
- Jury Duty & Court Appearances**
- Paid Military Leave**
- Unpaid military leave**

All proposed revisions, deletions, additions, amendments and notes requesting legal clarification were documented by Chairman Sims on the master copy of the referenced manual. It was unanimously agreed by the board to send the following sections to the Prosecutor's office to review the current law requirements against the policy as written in Gilford manual dated November 2006.

- Family and Medical Leave**
- Paid Military Leave**
- Unpaid Military leave**

Noticing of Special Meeting of the Board of Trustees

The Trustee discussed the need for adopting a formal policy for calling and noticing of the public of Special Meeting of the Board of Trustees. Currently all trustees meeting are advertised in the Gazette newspaper. The Trustees reviewed a policy handout provided by the Prosecutors office, which called for the meeting notice policy being posted by the fiscal officer on a bulletin board at the town hall.

MOTION: Trustee Sims made a motion to purchase a large bulletin board to be placed in the meeting room of the town hall. Seconded by Trustee Likley.

Discussion: The bulletin board will be used for the posting of public notice information such as the proposed meeting notice policy, record retention policy, other relevant public notices and general information for resident convenience.

Trustee Sims: Yes Trustee Likley Yes Trustee Kratzer Yes

The Trustees discussed the plans to build a Township Message Sign Board to be constructed outside the town hall. The proposed message board is to have changeable letters to notice the public of all Township Board Meetings and could then be used as an additional way to notice the public of township Trustee meetings. Trustee Likley is working on the material list to build the sign and will report back to the board with a cost. Trustee Sims will order the bulletin board for the meeting room.

Park Reservation and Permit

The Trustees reviewed the current park reservation and permit form along with a proposed "Hold Harmless Clause" suggested by OTRAMA provided by Fiscal Officer. It was the consensus of the board that the wording was difficult to understand and would warrant further review before formal adoption. Trustee Kratzer will review the liability issues with the Prosecutor's office for alternative wording and report back to the board.

Opening and Closing of the Town hall

The trustees discussed the need for an expanded policy regarding the rental of the town hall. Martha Evans manages the rental of the town hall and requested that the trustees review the following issues: Assigning an opening/closing fee for advanced access to the building to set up for events, use of the parking area & other miscellaneous items. It was the consensus of the board to wait for Mrs. Evans to be present to discuss those issues before making a decision.

Announcements/ Discussions


It was announced that at the last Zoning Commission meeting, that the Zoning Board scheduled the Continuation of the Kratzer Map Amendment Public Hearing for June 17th at 7:30 and Canceled their regular meeting for June 10th. Trustee Sims expressed concerns about the cancellation of the regular Commission meeting because the township was anticipating the Revised Cloverleaf Site Plan for the Zoning Commission's review & the Signage Language recommendations should be received. Additionally the Zoning Commission may not have considered the need to approve the May 13th Meeting Minutes, which could not be done at a Continuation of a Public Hearing, without advertising a separate special meeting. Trustee Likley said he would discuss the concerns with the Commission Chairman Jill Kemp for the Zoning Commission's consideration.

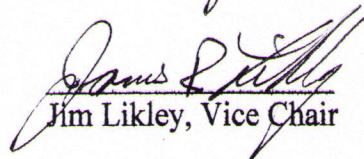
The Trustees discussed a possible type-o or error in the reprinted Zoning Resolution. The Board agreed to review the section before the regular Trustees meeting May 19th for a determination.

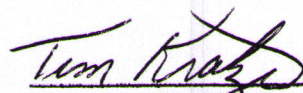
There was general discussion regarding Mr. Carrasco contacting the Trustees on multiple issues involving his two business properties located off Lake Road. Each Trustee and the Zoning Inspector had recently met with Mr. Carrasco to hear his concerns.

Trustee Kratzer made a motion to adjourn. Seconded by Trustee Sims.

APPROVED June 2, 2008


Carolyn Sims, Chair


Jim Likley, Vice Chair


Tim Kratzer, Trustee

