

WESTFIELD TOWNSHIP TRUSTEES

Regular Meeting

June 2, 2008

7:00 pm

Chairperson, Carolyn Sims called the meeting to order by asking those in attendance to stand and Pledge Allegiance to the Flag.

TRUSTEE ATTENDANCE: Carolyn Sims, James Likley, Timothy Kratzer.

Also present: Fiscal Officer, Martha Evans. A sign-in list is attached.

PUBLIC PARTICIPATION: Mark Goffinet – auditor's office – reminded residents the availability of forms on the auditors' web site, in the Medina office or here at the township building if they have structural damage caused by storms to receive a possible tax break.

Dennis Delagrange – resident – What progress is being made to recover funds the township spent on interest and penalties to IRS and other agencies? Martha – We have received a letter from the IRS that the case is in the Penalty Appeals Board at this time. Dennis - Mr. Stuart Bartter passed away May 28, 2008 and had served as trustee for 26 years. I feel it appropriate to pass a resolution acknowledging Stu's service to the community. Carolyn agreed.

Tim expressed deepest sympathy to the family. Mr. Bartter's son-in-law, Kenneth Ruprecht was also a trustee for a short time. Mr. Bartter was a good man and served the community well.

Jim – If it's the wishes of the board we could make June Stu Bartter month annually, just an idea.

Ms. Sims, I would like to make a motion to send his family condolences and appreciation for his community service, seconded by Mr. Likley. No discussion.

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

FISCAL OFFICER REPORT:

- ✦ Winkler lot split on Stuckey Road mylar for lot split that had been signed twice is back again for signatures. Roxanne at the tax map found a surveying error and requested the property be re-surveyed. It changed the acreage by a few hundredths of an acre. Gary will present it later.
- ✦ Zoning board members have not been turning in their time sheets (regular meetings, training meetings and mileage). This is a problem when it comes time for pay checks to be made out and Public Employee Retirement Report submitted. Somehow there has been miscommunication that they need to fill these out. The fiscal officer will make sure the board members are aware of this policy.
- ✦ List of bills to be paid is attached to the minutes in the fiscal officer's office in the amount of \$40,540.83. **Tim made a motion to pay the bills, seconded by Jim. Roll call: Sims, aye; Likley, aye; Kratzer, aye.**
- ✦ Computer – PC Geeks on Wheels has suggested that Vista be taken off the laptop computer and put on Windows XP in the amount of \$200. Discussion: Jim – would support the change. Carolyn's concern is the ability to e-mail meeting minutes. **Ms. Sims made a motion to approve removing Vista and adding Windows XP in the amount of \$200, seconded by Likley. Roll call: Sims, aye; Likley, aye; Kratzer, aye.**
Fiscal officer suggested that the board offer Village of Burbank \$100 for their outdated UAN computer, monitor and printer so that we have 2 computers in the outer office. **Ms. Sims made a motion to allow fiscal officer to offer Village of Burbank \$100 for the above mentioned computer system, seconded by Likley. Roll call: Sims, aye; Likley, aye; Kratzer, aye.**
- ✦ In house web master – the present internet service is inadequate to support an in house web master. To upgrade would cost \$314.95 per month or \$3,780 per year.

- ✦ Annual renewal for health insurance is coming up July 1, 2008. All employees did not have any changes. Sims, Likley, & M. Evans do not participate in the health care insurance. At the next board meeting a discussion will be held concerning payment to those employees that do not participate. The renewal package will be forthcoming and it will be presented at the next meeting.
- ✦ CORRESPONDENCE:
- ✦ Medina County Commissioners approved Westfield Township's application for the \$5,000 grant to upgrade a comprehensive development plan. A copy given to trustees
- ✦ Planning Commission agenda
- ✦ Geo Spray Service estimate (mosquito spray)- \$50 per spray (addressed under roads)
- ✦ Consultant agreement which Jack will elude to
- ✦ OPWC District 9 integrating committee meeting June 20, 2008 1:00 pm at Carlisle Twp. Fire Dept. Also a packet for issue 2 money, which Kratzer is familiar with. Sims interested in getting Issue 2 money for the Buffham Road upgrade.
- ✦ Aflac – additional insurance if anyone is interested. Sims interested in long term disability for employees
- ✦ Time Warner cable – change in services

FIRE

- Month of May fire department activity: Total 35 runs
- SOG (Standard Operating Guidelines) is still in Bill Thorne's office
- Consultant agreement – All paper work needs to reflect the fire department is entering into the contract and that both the township and village are supportive of the contract by the funding. Fire committee (representatives of township & village) gave the Fire Chief the authority to sign the contract. Consultant will be here some day next week. There is an example of a contract done for Marion Township to review to see what will be done for Westfield.
- Memorial Day parade - Ms. Sims commended fire department on the parade even though there was advertising confusion.
- Weather Warning siren on proposed Verizon Wireless cell tower is one of the possible conditions

ROADS

- Road sides mowed once. Time to start over.
- Eastlake pond – There is a signed copy of an estimate of \$3,090 for pipe and catch basins to enclose ditch. Mr. May wanted a letter stating the township would install the pipe. Trustees agreed that Lee should write the letter. Lee advised Mr. May that from the catch basin out into his field the #1 & #2 stone would be his responsibility. Lee stated I may need help to get the pipe separated that is layered inside. There is pipe from 10" to 24" inside each other.
- White Road – Mike Currier from ODOT said the money was approved to allow Kokosing to repair all haul roads. No time frame yet.
- Westfield Landing Road - The Westfield Landing ditch has been cleaned out to the corner at Kennard Road. The county was called to clean Kennard Rd ditch and they are busy. The 24" will be installed after school is out. Tom Jones from the Park District gave his approval to Ms. Sims to take the water across the flood plain area. It appears to be the natural flowing of water.
- Mosquito spraying has been contracted for the year in the Clayton Street area @\$50 per spray, the residents know spraying will take place once a week on Thursday evening.

- Daniels Road will be open tomorrow.
- Grubiss Family – Letter received May 30, 2008 from Grubiss’ attorneys that Joseph & John Grubiss are co-trustees of the Grubiss Family Trust.
- A person complained that a stone scratched their vehicle when they passed the tractor & mower. The question asked “Are there guards on the front of the roadside mower”? Answer, No, because that is not the way it is designed. All required guarding is on that mower as it was designed.
- Laser estimates of single slope \$3,790.00 and multi-slope \$4,290 – tabled until later date

CEMETERY:

- Mr. Kratzer is proposing 2’ x 2’ x 6’ blocks at an estimated cost of \$3,220 with caps for 23 blocks to be installed beyond the parking stops at the cemetery because it would keep drivers from jumping over the parking stops and landing in the creek that is ahead of the parking area. The 4” parking blocks are installed. Guardrail is not an option because of the cost factor. Fencing is not secure enough to stop a vehicle from going into the creek.

PARK:

- The Park Agreement with the suggested “Hold Harmless” clause has been sent to Bill Thorne for his review.
- Trees – The ash that was hit by lighting is slowly dying (see letter from ODNR). 2 maples at the north end of the park will be coming down and George’s Tree Service has added a \$50 fuel charge to the estimate of \$1,300 to remove the 2 maple trees and plant a 1 ½” diameter tree of park committee’s choice at no cost. Tim will call a park committee before the next meeting concerning the above mentioned trees.

ZONING:

- Winkler lot split resigned
- Letter from Lee can be part of the Scott May variance request at the public hearing
- Cloverleaf – nothing – Gary was advised that he should tell Cloverleaf that if their site plan is not here by the June 10, 2008 it will not be heard until the July meeting.
- Letter from county engineer regarding new parking area at the North Coast property
- Nothing on the Bauman property – Mike Schmidt has an understanding of the situation per the file that he has. Mike has the original file and must bring it back to the township office.
- Kratzer map amendment continuation of public hearing – June 17th, 2008 @ 7:30 pm.
Discussion: proposed overlay; not a written definition of overlay in the resolution; referral to Bill Thorne if that was a text amendment; also a concern as proposed local commercial as written and what was presented at planning commission as your standard uses, larger retail than what was permitted in local commercial. Mr. Scheetz was asked if he had any support documents to your motion of reconsideration to the planning commission? Scheetz – there was 5 pages presented to planning commission and it is their responsibility to forward the documents to you. I understand they will not hear the motion at the June 4th meeting but will decide whether they will allow it to be heard in a subsequent meeting (that is their policy). The only thing in front of the zoning board is changing Kratzer property from RR to LC.
- Kim’s 90 day probation is completed. Jim will take care of the evaluation

CELL TOWER:

Ms. Sims will contact Verizon Wireless concerning the proposed cell tower with the following items to be addressed:

1. Landscaping – visual barrier

2. Option – weather warning siren
3. If a carrier or weather warning siren is not using the tower, Verizon will dismantle at no cost to the township.
4. Additional fee for multiple carriers
5. Township would continue to receive fee even if there is not a carrier
6. Ask Bill Thorne to provide township with other options

Policy & Procedure meeting scheduled for June 6, 2008 is cancelled.

Bulletin board and message board being addressed. Jim will order a set of letters for message board and ask for reimbursement.

Zuber – tabled

Regular Zoning Commission regular meeting scheduled for June 10, 2008 @ 7:30 pm

BZA meeting June 12, 2008 @ 7:30 pm – NC Soccer conditional visual barrier

Trustee regular meeting June 16, 2008 @ 7:00 pm

Zoning Commission Continued Public Hearing – Kratzer Map Amendment June 17, 2008 @ 7:30pm

MINUTE APPROVAL

Feb. 18, 2008 Correction to corrected version – add Tims name-page 2 -3rd paragraph after Mr. Smith asked.....

March 17, 2008 – Mr. Likley approved 3-17-08 minutes with corrections and additions, seconded by Mr. Kratzer. Roll call: Sims, aye; Likley, aye; Kratzer, aye.

Page 1 – several corrections & additions to 6177 Buffham Rd. paragraph

Page 2 – addition (**or respond**) at the end of 7611 Greenwich Rd paragraph

Page 3 – 1st line change name Carolyn to Jim. FIRE LEVY – remove paragraph that was written and replace with new paragraph submitted by Ms. Sims.

Page 4 – 7th paragraph add **discipline and** after the word personnel

9th paragraph motion – change to after discipline to **the**. Discussion – Carolyn was changed to read **“Yes, a 4 month lapse of billing needs to be recognized”**

April 7, 2008 – Mr. Kratzer made a motion to approve 4-7-08 minutes as amended, seconded by Ms. Sims. Roll call: Sims, aye; Likley, aye; Kratzer, aye.

Corrections:

Page 3 – Resolution 2008-10 – Under discussion: add Mark Majewski’s full name. Add word **pressure** after word development. Remove statement **“2 years ago Bill Thorne & Mark Majewski said no, but now”**. Add to last sentence **Northstar Planning regarding a comprehensive plan presentation.**

Page 4 – Remove **and Jim will e-mail a copy of the bill also.**

April 11, 2008 minutes were signed

April 21, 2008 – Mr. Likley approved as corrected/amended, seconded by Ms. Sims. Roll call: Sims, aye; Likley, aye; Kratzer, aye.

Page 1 – Add **Trustee Attendance**

Page 2 – White Road – Remove 3rd & 4th sentences and replace with **“Trustees agreed to allow Kokosing to repair the haul road damages first, then if it needs touched up Lytle can put the finish coat on later.”** Page 2 – 4th paragraph – 1st sentence should read **“Mr. Likley read a letter**

from the treasurers office that there are funds available for loans for home improvements to residents”

Page 3 – Remove statements under FIRE LEVY – **Carolyn: What are we purchasing? And Jim: Short term-vehicles.** In the discussion section of the motion, Carolyn’s first statement should read: **Carolyn asked if they would look at cost analysis between addition to current fire station versus to building on the township building within the same dollar amount?** Carolyn’s last statement should read **“What about the utility easement on the side yard of the fire station?”** Under topic of Cell Tower add **“opinions of the surrounding resident should be considered”** to the last statement.

Page 4 – Remove statement **“There is a formula for the number of port a potties”** Under section CULVERT remove words **4 times in 2 days,** and sentences, **I spoke with her one time. She also felt if Greenwich Road was cleaned up because it was declared a hazard, she may have to call the Fire Chief.**

Carolyn’s statement needed to be a question **This is on private property but was it backing up water on Buffham Road?**

Under EPA Well Head Protection Meeting Report Ms. Sims stated it was all bad and correct it with: **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.**

Page 5 - Jim’s statement needed to be worded so it would be a question. **Is this things the zoning commission can use to protect well heads?**

Carolyn’s statement should read **“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.”**

First motion Carolyn wants it removed because it sounded silly. Fiscal officer and 2 trustees agreed that was what transpired and it should be left. Carolyn insisted it be removed.

May 5, 2008 – Mr. Likley made a motion to approve 05-05-08 minutes as amended, seconded by Tim. Roll call: Sims, aye; Likley, aye; Kratzer, aye.

Amendments:

Page 1 – Add statement **Ms. Sims and Mr. Likley asked Mark Majewski to work up a quote doing a full resident survey**

Page 2 – under CEMETERY 2nd sentence – change word as to was after Tim

Page 3 – under CELL TOWER change **Carolyn will call.....**

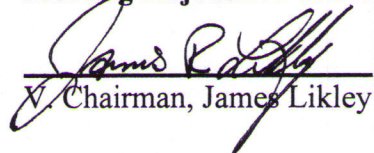
Jim made a suggestion that the time the meeting is adjourned be placed in the minutes

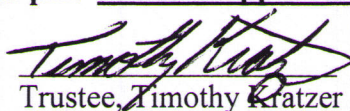
May 9, 2008 – Mr. Kratzer made a motion to approve 05-09-08 minutes after the question marks are removed, seconded by Mr. Likley. Roll call: Sims, aye; Likley, aye; Kratzer, aye.

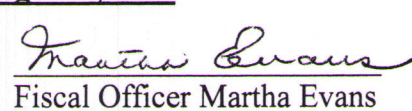
May 16, 2008 – Mr. Likley made a motion to approve as written, seconded by Mr. Kratzer. Roll call: Sims, aye; Likley, aye; Kratzer, aye.

May 19, 2008 – Tabled

Meeting Adjourned at 11:25 pm. Minutes Approved August 4, 2008


X. Chairman, James Likley


Trustee, Timothy Kratzer


Fiscal Officer Martha Evans