

WESTFIELD TOWNSHIP BOARD OF TRUSTEES

AUGUST 27, 2008

Special Meeting-7:00 PM

Administrative Assistant Interviews

As amended March 5, 2009

The special meeting of the Westfield Township Trustees was called to order by Chair Sims at 7:00 p.m. with all three Trustees present.

Chair Sims made a motion to go into Executive Session for the purpose of conducting interviews for a Township Administrative Assistant. It was seconded by Trustee Kratzer.

ROLL CALL-Sims-yes Krater-yes, Likley-yes Motion carried.

Chair Sims made a motion to come out of Executive Session. It was seconded by Trustee Kratzer.

ROLL CALL-Sims-yes Krater-yes, Likley-yes Motion carried.

Trustee Kratzer stated he put Kim Ferencz out of the running as she has had several complaints about her. Trustee Kratzer added that Trustee Likley has spoken with her; and another reason (though not a requirement of the job) is that she does not live in Westfield Township. The other two applicants live on Ballash Rd. Kimberly Craig is on the fire department and though she has another job felt she could fit this job into her schedule. Also Sue Krabik lives right around the corner on Ballash Rd. and would be close if we had to show the Townhall (open and close the hall.) The Township charges \$20.00 to open and close the Townhall and if she lives right around the corner it would be cheaper.

Trustee Kratzer made a motion to hire Sue Krabik as the Westfield Township Administrative Assistant at a starting rate of \$10.00 hr. As she learns the job the rate of pay can be reconsidered. It was seconded by Trustee Likley for further discussion.

Discussion on the Motion

Trustee Likley stated some of Mr. Kratzer's comments were valid in that Ms. Krabik lives in the Township and close to the Townhall but that it not a requirement of the position. The ability to come in and know the process of local government were some of the things he was looking for in this position. Trustee Sims stated for discussion, opening and closing the Townhall was not part of the job description nor was living in the Township.

ROLL CALL-Kratzer-yes, Sims-no, Likley-no. Motion failed.

Trustee Sims made a motion to hire Kim Ferencz as the Westfield Township Administrative Assistant at a starting rate of \$14.00 hr. It was seconded by Trustee Likley for further discussion on the pay rate.

Discussion on the Motion

Trustee Likley stated the number he mentioned was \$13.00 an hour and was willing to split the difference. He added he was not trying to bargain but this gives us room to begin and if there is a desire to increase the pay it can be considered at a later date. Trustee Sims

stated Kim Ferencz has a degree and her experience...She added she Kim interviewed for a job in Litchfield but did not know if Litchfield offered her the job or what that pay is.

Trustee Likley amended the motion on the table to hire Kim Ferencz as the Westfield Township Administrative Assistant at a starting rate of \$13.50 hr. It was seconded by Trustee Sims.

ROLL CALL-Kratzer-Absolutely not, Likley-yes, Sims-yes. Motion carried.

Trustee Sims stated she would call Kim Ferencz and offer her the position. Trustee Likley stated if Kim takes the job then the other applicants should be notified that the job has been filled. Trustee Sims stated she would do that and also ask the other applicants if their applications could be retained on file.

Trustee Sims continued that it was also discussed that one of the objectives of the position was to have a "back up" individual for Martha Evans for meeting minutes or even for the Zoning Secretary. The Trustees may want to consider that.

Trustee Kratzer stated he would like to make a public comment that he felt the Trustees wasted the last 2 hrs. as well at the time of Kim Ferencz and Sue Krabik in the interview process. It seemed to him during the discussion that it was already decided as to who was going to hold this position. He added he already heard rumors around Medina that Kim Ferencz was going to be Westfield Township's next zoning inspector.

Trustee Sims stated she heard rumors all the time and did not feel the interview process or the deliberations the Trustees just had were a waste of time. The County Prosecutor told the Trustees that we did not even have to entertain this process if we wanted to hire somebody outright. It took all three Trustees to choose the process we did. She added she did not feel the process was unnecessary or a waste of anyone's time.

Presentation by Comp Plan Consultants

Trustee Kratzer stated he did not feel this needed to be advertised as the Trustees were just going to be presented information by the consultants but no decisions would be made that evening. Trustee Sims stated she would contact all three consultants to make sure they included the cost of a survey in their cost of services.

Policy & Procedure Meeting

This will be set at the next regular Trustees meeting.

IRS Update

September 5, 2008. This would be advertised as IRS Update and General Business.

Township Newsletter Meeting

September 12, 2008 at 9:30 a.m. This meeting will be advertised as a Newsletter work session.

Advertise (again) for Zoning Board Applicants in Trading Post & Gazette

Fiscal Officer Evans would advertise for zoning board applicants in the Trading Post and Gazette accordingly.

FIRE

TG Consultants & Fire Committee are to present their final report to the Trustees and Village Council on September 17, 2008. Since this would be a fact-finding meeting and just listening to information it has been the opinion of the Pros. Office that this would not need to be advertised. Trustee Sims asked Fiscal Officer Evans to confirm that opinion from the Pros. Office. Trustee Likley stated when he left the fire committee meeting this evening it was the Committee's assumption it would be advertised as a public meeting. An opinion would be sought before this took place.

Grubbs variance request

Trustee Likley stated ZI Harris had it in writing from Bill Thorne that there is no liability to the Township regarding the Health Dept. regarding the lot splits. Lynn Methlie was going to meet with ZI Harris tomorrow regarding the initial variance application that was returned to her due to inaccuracy and both applications would be received and paid for.

Regular Trustees Meeting September 3 2008 at 7:00 p.m. due to the Labor Day holiday.

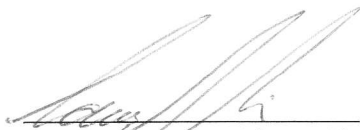
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Trustee Likley made a motion to adjourn. It was seconded by Trustee Kratzer.

ROLL CALL-Likley-yes, Kratzer-yes, Sims-yes. Motion carried.

Meeting was officially adjourned at 8:40 p.m.

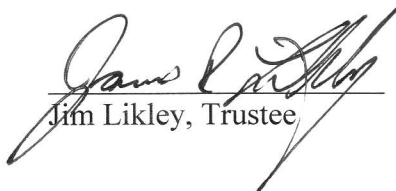
Respectfully Submitted,
Kim Ferencz, Westfield Township Admin. Ass't.



Trustee Carolyn Sims, Chairperson



Tim Kratzer, Trustee



Jim Likley, Trustee