

WESTFIELD TOWNSHIP BOARD OF TRUSTEES

DECEMBER 29, 2008

SPECIAL MEETING 4:00 P.M.

Continued Discussion on temporary appropriations and General Business

Chairperson Sims of the Board of Trustees called the special meeting of the Westfield Township Trustees to order at 4:00 a.m. Trustees Sims, Likley and Kratzer were present. Those also present at the meeting were as follows: Ron Oiler, Rick Robbs, Mark Williams, Terry Craig, Daniel Grabowski, Kevin Rych, Russ Zupanic, Mary Steidl, Patty Zupanic and Martha Evans.

Trustee Sims stated the Board of Trustees were awaiting Bill Thorne from the Pros. Office to arrive. Trustee Kratzer asked why Bill Thorne was to be present at this meeting? Trustee Likley stated he asked Bill Thorne to attend today's meeting to go over the funding process for the potential fire truck purchase and in the event Westfield Township enters into an agreement with the Village and can't meet the 50% obligation for the fire truck purchase how that would need to be arranged with the Village for the payback process.

PAYMENT OF BILLS

Trustee Sims made a motion to pay the bills as amended in the amount of \$26,730.90 and to include Jack Poe's pay as BZA member in the amount of \$30.00. It was second by Trustee Kratzer.

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

Trustee Sims stated regarding Kim Ferencz, she holds two positions with the Township i.e. Zoning Secretary and Admin. Assistant and has noticed she has been paid both positions on one check. Trustee Likley stated the clarification that was needed is that both jobs could be paid with one check as long as the Zoning Secretary pay was pulled from a different fund then the Admin. Assistant job. Fiscal Officer Evans confirmed that was the situation. Trustee Sims stated on the payment register it just says salary and the previous discussion was we (Trustees) wanted to ensure that had a category number. Kim's salary as of the first of the year will be drawn from Zoning. Trustee Sims added then it says "Trustees Staff" which will be amended or has been amended to read Township Staff.

Please note that Bill Thorne from the Pros. Office was now in attendance. Trustee Likley stated that at the last meeting he made a motion to extend Fire Chief Snoddy's existing employment contract to March 31, 2009. It was seconded by Trustee Sims.

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

Fire Chief Snoddy verbally agreed to the extension of his contract. Trustee Likley added he prepared an addendum to the existing contract and asked Bill to review the document. Bill Thorne approved of the addendum Trustee Likley stated that this addendum will be

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affixed to Chief Snoddy's employment contract that was due to expire January 1, 2009 and all Trustees needed to sign the document, which they did.

Trustee Sims stated that for the first time in several years, that the Trustees have a clear financial picture. During 2006 that budgetary number was fictitious. In 2007 the Township underwent an audit and at that time it was discovered that the IRS payments were not made for several years and the Township as a result had to pay the principal and the interest as well as state taxes and other payments that were not made on behalf of the Township.

Trustee Sims stated this is the Trustees third discussion on the appropriations this evening. She added that during these last two years Fire Chief Snoddy has prepared a long range plan for the Fire Dept. which included a 2.5 million dollars improvement for equipment rotation and possibly building an addition onto the fire station. Now that we have numbers that are real the numbers are not that promising as they were two years ago when Jack began his plan. The Trustees need to have the discussion as to how to finance the fire truck expense. Fire Chief Snoddy has shown there will be savings if the purchase of the truck can be made before year end.

Trustee Likley stated that the Village of Westfield can contribute \$250,000 and at the time we (Westfield Township) were looking to contribute \$100,000. There would also be a financial contribution from Gloria Glens. For Westfield Township \$100,000 would need to be moved from the General Fund to meet the Township's obligation of 50%. If the Township cannot meet this 50%, then arrangements would have to be made to payback the Village for our 50% share. The Township has spoken with the Pros. Office that this is not a loan, but would be an agreement between the Village and the Township for the next purchase or future purchases and our commitment at that time.

Bill Thorne commented that the Township was going to enter into an agreement to purchase ½ the truck you would need to say what funding source it would come from and how it would be paid back. You can pay fire expenses from the General Fund but the question is that is where everything else comes from so how much money do you really have in there not necessary for roads which is a primary expense the Township has to meet as well as other services. The question then becomes are you (Trustees) going to cut other expenses to buy the fire truck? This will need to be determined by the Board of Trustees and Fiscal Officer Evans will need to provide you with the financial information. Bill Thorne stated Westfield Township did not want to end up in the same situation as Brunswick City who used all their resources and now does not have the money to pay for standard services that need to be done i.e. snowplowing etc. Now they do not have the money for the general operation of the City. Westfield Township needs to make sure there is enough money to meet the general operations of the Township before considering such a purchase.

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Trustee Sims stated that what needs to be clarified especially to the Fire Committee is the fire levy money that is collected needs to be spent on fire expenses. Certain taxes which the Township gets dispersed by the County under Roads need to be spent on the roads. One cannot borrow from Roads to pay for Fire or borrow from the fire levy money to pay for roads. Trustee Sims stated the Roads has a surplus because of the way it has been managed and Mr. Lee Evans has done a terrific job doing so.

Trustee Sims continued that the appropriations were tabled due to the fact that in the fire report it reflected that there was a \$400,000 Buildings allocation. At those meetings I corrected that number. All the money left over in General Fund when we have done appropriations, has been allocated to the Building fund but that did not mean that is money we are going to spend on buildings that is just the category fund Fiscal Officer Evans has placed that money under for capital improvements. That is our surplus and it is not returning. Fiscal Officer Evans has stated in the past that a lot of that money was generated from Inheritance Tax. Now that people have other means such as trusts that money is not coming to the Township as readily. Four-hundred thousand dollars is all the money that is left. If we continue to support the fire dept. out of the General Fund all the money would be depleted in approximately 4 yrs.

Trustee Sims asked Fiscal Officer Evans how long the Township can continue to supplement the fire dept. with Fire Chief Snoddy's salary and the capital improvements i.e. purchase of a new fire truck? Fiscal Officer Evans responded that this year if the Township were to advance \$150,000 and \$120,000 of that would be used for the fire apparatus plus the \$75,000 that is already in the fire levy fund. If next year the fire dept. has a small carryover of lets say \$9, 00.00 we would have to take \$40,000 from General Fund to meet our fire expenses. Then we would have \$3, 00.00 left over. At the end of 2011, we would have \$200,000 left over in General Fund. This is just a projection. Fiscal Officer Evans continued that at the end of 2011, The Township would have \$235,000 to pay back. She added that this is an advance it is not a transfer. The Resolution says it is an advance and should be paid back as soon as the funds in the fire levy are available. If and when the levy passes the Township would have a surplus of income that can be used to start paying back the general fund first and then putting money aside for the next purchase i.e. a squad in 3-4 yrs. Fiscal Officer Evans stated this is how you can operate in your own budget. She commented that the Board of Trustees dropped the ball with the last fire levy with the day before the levy was due being taken up the county to be put on the ballot. Then nothing was said. Nobody seemed to see the importance of taking the fire levy to the residents. The levy failed 146 votes. The levy in 1997 passed by 110 votes.

Trustee Sims stated she did not agree with the comment that the Trustees dropped the ball as it has been her discussion of creating a nest egg for future fire equipment rotation since 2006. It was at that time the so called nest egg, which was thought to be \$100,000 in reality turned out to be \$13,000. Trustee Sims stated she agreed with Bill Thorne that this

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Board could not bind future Boards of Trustees with debt so she was hoping to be able to work within the fiscal boundaries of the fire levy and general fund monies that we currently have and order the apparatus on the Fire Committee's schedule which is to order by year end.

Fiscal Officer Evans stated last year the Trustees paid for the squad which was \$60,000. That was your little nest egg you referred to and you still had some money left over. Over the next 4-5 yrs. it will cost you approximately \$30,000 a yr. for zoning and \$40-50k every year to keep up the fire Dept. At the end of 2013 you would have no money left in the general fund. Trustee Likley interjected that it is important to remember that present funding for the fire dept. does not cover true operating expenses which include Fire Chief Snoddy's salary and Medicare, his insurance, the operations of the fire dept. and equipment purchases. He added we are constantly having to take money from the General Fund at present date and have for several years to cover the operating expenses. The passage of the fire levy is crucial in generating the revenue needed for the dept. operations so we don't have to draw from the General Fund. If the levy does not pass the General Fund will be depleted by 2013. Trustee Likley stated the need for equipment is real and understood. The equipment we are looking to replace is in dire need of being replaced. Just in the last month we have spent \$23,000 in repairs of our existing equipment. The Fire Committee created a budget and did their research as to what they wanted to see in a new fire truck and the financial range that could potentially be expended to do so. They have viewed a truck that would meet the needs of the dept. and fall within those figures. The money will have to come from the Building Fund in order to proceed.

Trustee Likley stated at the Fire Committee meeting last night the equipment replacement schedule was discussed and the planned replacement schedule will need to be reviewed and probably revised because even if the levy passes it does not produce money until 2010. The first priority would be to replace the money taken from the General Fund to get the Township's funding solid again.

Trustee Sims stated she was hesitant to spend money on the borrowed promise of levy but that seems to be the wall the Township is up against. Trustee Likley stated it is crucial for the Trustees and the Fire Dept. to get out and support the levy and take it to the residents. If we continue down the same path in 4 years there will be no more funds available to pay for the Fire Dept. and we may have to look at a Fire District.

Trustee Sims stated it was hard to predict the harshness of the economic down turn that has occurred during the past 2 yrs. while Fire Chief Snoddy and the Fire Committee were putting their report together. We are not even collecting the millage we currently have due to the high foreclosure rate. If we passed a levy in May the collection of the money would not be until 2010.

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Bill Thorne stated if you make the money an advance and the levy does not pass what then? An advance means it has to be paid back. A time-frame would have to be stated because you cannot go indefinitely because then you would bind future Boards of Trustees with this debt. Either at some point the money would need to be forgiven or paid back. This situation happened in Lafayette with the police levy and the Trustees could not pay the money back. They ended up forgiving \$40-50,000 that will not come back to the General Fund. Fortunately Lafayette could survive that lose but can Westfield Township? These are questions that need to be raised and answered.

Bill Thorne then asked if this is a continuous levy now in place? Trustee Likley stated yes. Trustee Sims asked Fiscal Officer Evans during the last three years what is the amount of money under budget from the Township collections of our fire levy? Fiscal Officer Evans stated approximately \$50,000 but benefits and salaries were not paid for out of the levy. Bill Thorne asked what would be left in the fire levy this year? Fiscal Officer Evans responded \$98,000 but we took \$60,000 away for the salaries that was paid out of general fund you would only have \$20-\$30,000. Bill Thorne stated for the layperson as of January 1st 2009 what would be remaining as a carryover unencumbered in the fire levy approximately \$20,000. Fiscal Officer Evan stated yes this year if we spend the \$75,000 for this vehicle. Otherwise it is going to be \$98,000 carryover to the new year in the fire levy fund. Trustee Sims stated in the Certificate of Resources shows \$80,000 under the fire fund 2191. Bill Thorne asked what does the levy bring in right now?* Fiscal Officer Evans stated \$4,500.00 but then we get reimbursement from the Village for parts. Trustee Sims asked if there is a surplus in the fire levy fund this year? Fiscal Officer Evans stated there is \$98,000 carryover. If you put \$75,000 towards the truck you will have \$23,100 to carryover.

Fire Association President (2008) Kevin Rych stated at last night's Fire Committee meeting it was said that if the Township advanced the money to purchase the fire truck and the levy did not pass we would be broke in 4 years. The individual then stated that if the Township does no advances the money and the levy does not pass and expenses continue we would be broke in 5 yrs. Twelve months is really not that much of a difference. Trustee Sims stated our fire levy covers operations it does not cover the Chief's salary or capital improvements. There is a need for a truck. The hard reality is Fire Chief Snoddy's salary of \$50,000-\$70,000 and a truck has not even purchased and there is only \$400,000 cushion. Bill Thorne stated if the Township does not purchase the truck there is a \$98,000 carryover and then there would be another carryover next year. Fiscal Officer Evans stated no as Fire Chief Snoddy's salary is to come out of the Fire Fund. Trustee Likley stated the goal was to get all funding for the fire Dept. into one fund. Bill Thorne stated if the Township does not buy the truck there would be a \$98,000 carryover and you put all the fire operating expenses into the fire levy next year you would have a carry over of \$23,000 so you would not be depleting the General Fund so the General Fund would not be broke in 5 yrs. Fiscal Officer Evans stated in 2010 we

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would have to start advancing from the General Fund again because you won't have that much of a carryover. Bill Thorne asked why not? Fiscal Officer Evans stated because it costs \$181,000 just to operate the fire Dept. Bill Thorne stated he thought the levy was bringing in \$180,000. Fiscal Officer Evans stated no it brings in \$80,000.

Regarding the situation in Lafayette Township, Fiscal Officer Evans stated it was not advancement but a transfer. A transfer is permanent. The Auditor' did not have a time-frame as to when this money would have to be paid back but as soon as the funds become available.

Trustee Kratzer stated if the levy does pass (and it will eventually) does all the money have to go to the General Fund to pay the truck off or can we put a portion of the money in and still keep some of the money for capital improvements? Fiscal Officer Evans stated that was a Board of Trustees decision. Trustee Kratzer added if the Township would be going from 1.5 mils to 2.5 mils and come up to current evaluations the Township would be bringing in a lot more money than the current \$80,000. Trustee Kratzer stated that the Trustees in the past have dropped the ball and I am one of those Trustees and she (Trustee Sims) has only been a past Trustee for 3 yrs. We have not kept up with the fire levy and the evaluations of the County. The 1.5 mil continuing levy is only drawing on 1997 evaluations and not at 2008 evaluations. If every 5 yrs. we would have brought this mileage up to date like Guilford Township does then we would not be near the pickle we are in. Trustee Kratzer stated yes the Trustees did drop the ball this past November with the fire levy and felt the Fire Committee did too as he heard they had doorknob hangers to support the levy and sent them to the Trustees. Why not just go out and hang them up?

Bill Thorne stated what must be kept in mind is whatever you decide to do it is going to bind future Board of Trustees. You must be clear in your intent if you want to purchase a new fire truck and where the money is going to come from when you make the purchase. If you don't want it to be paid back or a portion of the money to be paid back all those decisions need to be made now. The purchase can be made contingent on the levy passing that if it does it would be paid in x way and if the levy fails it will be paid in y way but you are still making the determinations now that you will have to live with and your future boards will have to live with.

Trustee Sims stated that by just paying the Fire Chief's salary out of the General Fund we would be looking at a 5 year deficit without a levy and our current expenses. This is separate from this advancement or truck purchase altogether. Mr. Rych stated that was not was discussed at the Fire Committee meeting last night.

Trustee Likley stated there is a Resolution prepared by Fiscal Officer Evans to advance the money from the General Fund to the Fire Fund. When the funds become available in the fire levy fund the advance will be paid back to the General Fund. Trustee Likley asked

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Bill Thorne if this was adequate to address this need. Bill Thorne stated that if the fire levy does not pass the money will not be paid back to the General Fund. The question is if the Trustees want to commit to paying the money back if the fire levy does not pass? Trustee Likley stated if it was just a transfer can the money from the fire levy be paid into the General Fund? Bill Thorne said no. You can transfer General Fund money to directly pay the fire expenses. You cannot use fire levy to pay General Fund expenses. Trustee Likley stated for years the Trustees have supplemented the fire dept out of the General fund. Bill Thorne stated that was entirely legal. The object is the General Fund is being depleted and when the funds are available upon passage of the fire levy that some of those funds be paid back to recoup the General Fund. Bill Thorne stated that was not what the Resolution says. What it says is if the levy passes or not the money is going to be repaid. If that is true at some point whether the levy passes or not the money will have to be paid back. But according to Fiscal Officer Evans that would be impossible if you start paying all the expenses from the fire levy. There would be no excess. You might want to say that if the fire levy passes you will pay back a certain percentage per year. If it doesn't then we will have to consider different options because the fire levy won't be able to pay the money back. You may at that point decide that you have to cut expenses from the General Fund. The current wording of the Resolution commits the Township to pay the money back to the General Fund as is this what the Trustees want to commit to?

Trustee Likley stated that "surplus" in the Building fund was made possible through inheritance tax. The laws and regulations now have made it that the Township does not see that much money. The Township could do a one time shot and transfer \$150,000 now which would drop the Township's carryover to \$250,000 and you can look at it this year and or next year as to what you are going to do. If the levy does not pass this year we are going to have to consider reorganizing the fire dept. but that means the Trustees are going to have to work on this quick so if the levy does not pass you will know what expenses you are going to have to cut.

Fiscal Officer Evans stated that if \$150,000 was transferred from General Fund to the Fire Fund there would be \$416,000 in the building fund. Trustee Likley stated he would then like wording of the Resolution to reflect if the fire levy passes then the money will be paid back. Bill Thorne asked if the Trustees would like to limit the amount that will be paid back over a longer period of time to build the kitty back up? This needs to be addressed.

Trustee Likley stated Zoning also comes out of General Fund. It is not self-sufficient. Bill Thorne stated that was common for zoning to have to be supplemented out of the General Fund. Trustee Likley stated that the funding for the Comp Plan was also taken out of General Fund in the amount of \$30,000. Trustee Sims stated that some things that have been modified that the Township may not feel the effect of just yet is the zoning fee

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schedule was modified and the Zoning Secretary salary was cut in half so that was a big savings.

Trustee Likley again asked about the language of the Resolution, which should be modified to read "with the passage of the fire levy"? Bill Thorne stated the advance should be repaid from the Fire Fund to the General Fund if and when a new fire levy is passed. The question then remains if you want to commit all that excess or just a percentage which in turn would extend the payment period but give the Township the ability to start building up a replacement fund for the equipment. If you pay it all back you will probably have to tap the General Fund again.

Trustee Sims stated she felt the money should be paid back before needing, on a rotation schedule, the purchase of another vehicle. Trustee Likley stated he felt the maintenance of the existing Townhall should be a priority and that possibly a 60-40 split would work for the repayment. The General Fund should be replenished as reasonably as possible and as soon as possible.

Trustee Sims asked if this Resolution effected the potential levy language? Mr. Thorne stated no. Mr. Thorne suggested the levy be put on the ballot using the broad statutory language so you can use the money for anything that is allowable i.e. salaries, equipment etc.

Bill Thorne commented that if the money is not committed to be paid back and is still in the Fire Fund to be able to get it out if you needed the money you would have to do a transfer and that may not even happen then because it would be difficult to convince a judge that you are not going to need it for fire purposes.

Trustee Likley stated the repayment schedule from the Fire Fund if or when the fire levy passes should stated that the General Fund will be repaid with any revenue from the Fire Levy over and above the operating expenses of the Fire Dept. to the full extent of the \$150,000 advance. Trustee Kratzer stated they he would rather see a 60-40 split (General Fund-Fire Fund) but since the Trustees could take the money out of General Fund to buy a squad if that is what the Trustees agree to then he was o.k. with the proposed wording.

Bill Thorne asked if there was an estimate as to what the new levy would bring in? Fiscal Officer Evans responded, about a \$100,000 more. Trustee Sims stated it would take approximately 3 yrs. to pay the General Fund back. Trustee Likley stated the Trustees were working on getting all the fire dept. expenses under one fund so the Fund Status will be a true reflection to the Trustees of the actual expenses of the Dept.

Trustee Likley made a motion to approve Resolution 2008-24 as amended with recommendations from legal counsel Bill Thorne to advance to the Fire Dept.

\$150,000 from the General Fund which will be repaid if and when a fire levy is passed per the language discussed.

Trustee Kratzer asked if the repayment was to be 100%. Trustee Likley stated it was the intent that revenue over and above the operating expenses of the Fire Dept. would be paid back to the General Fund 100%. **It was seconded by Trustee Kratzer.**

Discussion on the Motion

Trustee Kratzer stated that if the Township decides to build a fire station at a later date, if there is not enough in the Fire Fund the General Fund could supplement the cost of the building. As a thirty-year fireman he added he did not want to see the money go somewhere where it could not be used.

Trustee Likley stated the Trustees have always made a commitment to support the Fire Dept. and he believed that would continue. If the General Fund has to supplement an emergency purchase or equipment we have the ability, through the General Fund to do that. Also, there has not been a commitment from Gloria Glens to financially participate, but he and Fire Chief Snoddy will meet with them on January 7, 2009 and hopefully they will commit to the support of equipment for the truck.

Trustee Sims stated her comments were that she wanted those present to know the Trustees do support the Fire Dept. One can see through this discussion that this support needed to be backed up financially. With the approval of this Resolution the hard work is just going to begin. We will be going into the red and she would be looking at the Fire Committee to take a hard look at how the Dept. will be run to get out of the red. Communication with the media to get the word out there about the true need for the levy will be imperative.

Fiscal Officer Evans stated she also blamed the Board of Elections. The wording on her ballot read, "Township Levy". How would all the residents know that the levy was for fire? She then asked if the Township could request at the Board of Elections that the levy state Township Fire Levy? Trustee Likley stated in the body it explained it was for a fire levy but it did not in the heading. Fiscal Officer Evans stated she would like to see that clarification when the levy was again placed on the ballot.

Kevin Rych stated the Fire Committee did send the language that was to be on the door hangers for the levy to Trustee Sims and Likley for feedback. At the time you (Trustee Sims) stated you wanted to make some changes and would get back to the Committee. Trustee Sims stated she wanted the language sent to legal counsel for review but that was Jack's job anyway. Bill Thorne asked if the Township had a newsletter? Trustee Sims stated yes, but it only goes out once a year typically in November though the goal is to have it out in October. Bill Thorne stated the Board could not use public money to promote the fire levy i.e. the door hangers but in the newsletter, you (Trustees) could state your concerns over the passage of a fire levy and set out what the appropriations are for the operation of the Fire Dept. etc. Facts can be stated in the newsletter. He suggested that

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maybe a newsletter be put out before this levy is placed on the ballot. The promotion of the levy is going to have to come from the Fire Chief and the Fire Dept.

Fire Chief Snoddy asked if the Fire Dept. could put out its own newsletter to promote the fire levy? Bill Thorne stated if you don't use Township Funds. If you have a fire association that the funds can come from for that purpose that would be o.k. It was determined it could also be placed on the website under News and Events.

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

Bill Thorne stated he was also present to talk if insurance should be required if someone was renting the Townhall. Trustee Kratzer looked into the idea of "hold harmless" language and it is only as good as the pocketbook of the person who gives it therefore the talk of requiring insurance of someone who rents the Townhall. This supplemental insurance is expensive. The Pros. was told that the Trustees already have some insurance on the building for rental events. How much that was or if it wasn't sufficient if through OTARMA the Township could pick up a cheaper policy and work the cost into the rents of the Townhall.

Trustee Likley stated what he understood from the letter from the State Auditor, was the insurance the Township has that if we rent the Townhall and someone burns it done while renting the facility, the Township could not file a claim because we were renting the facility out and did not require the "renter" to have insurance. Bill Thorne stated that was even more reason to require the independent insurance. Fiscal Officer Evans stated she believed the letter Trustee Likley referenced came from OTARMA and not the State Auditor. Again Bill Thorne stated if the Township was going to continue to rent the Townhall then the Township would need to buy insurance specifically for that purpose and charge a proportion of that back to the renter or you require each renter to provide a certain level of insurance. Trustee Sims asked Fiscal Officer Evans if she could get a cost estimate from OTARMA for the rental coverage and then the Trustees may have to increase the Townhall rental fees. Trustee Kratzer stated he would follow up with that information.

Trustee Likley made a motion to for Westfield Township to proceed with the purchase a new fire truck apparatus along with the commitment from the Village of Westfield Center. It was second by Trustee Kratzer.

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

Mr. Mark Williams stated the fire truck would take 315-375 calendar days until it is ready. The purchase price is \$373,706. If first payment is received by (in audible) the price will be reduced to \$368,525. The truck is in two separate pieces the chassis is built by one manufacturer and the truck by another. If we don't pay it until the final payment

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then finance charges will be incurred for the chassis. If we buy the chassis when ready we save about \$5200. The Trustees signed

MISC.

IRS Penalties/OTARMA Claim-No new information.

Zuber Zoning Violation- Mr. Thorne stated Zoning Inspector Harris was to give a final report about the clean up and then a contempt would be filed. Trustee Kratzer stated there was a hearing scheduled for January 22, 2009 at 9:00 a.m.

Joint Board Meeting with Bill Thorne-This training session will take place on January 8, 2009 at 7:00 pm. at the Townhall. Bill Thorne stated these training sessions usually take place at the Pros. Office but he was willing to have it at the Townhall if there would be more board member participation.

Fire Dept. (Standard Operating Guidelines)-Trustee Likley stated the latest revisions were given to Brian at the Pros. Office.

Cell Tower Lease Contract-Trustee Sims stated she has not had any new correspondence from Ass't Pros. Tom Karris.

Bill Thorne stated he would be reviewing everybody's assignments in the Pros. Office that is doing work for Westfield Township by early next year.

Trustee Sims stated before this meeting the Records Commission met regarding the Records Retention Schedule. She stated she would forward that document for review by the Pros. Office.

Fiscal Officer Evans stated she needed Trustees signatures on Resolution 23 to authorize the transfer of \$30,000 to Zoning Fund from the General Fund for appropriations for 2009. This is to pay for the additional services that may be needed i.e. survey, Saturday meetings etc.

Continued Work on Temporary Appropriations

Trustee Likley stated that Fiscal Officer Evans has put all expenses of the Fire Dept. into one fund under Fire Levy which includes the Chief's Salary and what was formally in the fire levy fund. Those areas were previously paid out of the General Fund and have now been established in the fire levy fund.

Fiscal Officer Evans stated the commitment for the Comp Plan has already been encumbered and there is already a purchase order out of General Fund. Trustee Likley

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asked, "under Zoning Contracted Services for \$7,705 what is that for?" Fiscal Officer Evans stated anything you would have for contracted Services for Zoning. If you have extra expenses for the Comp Plan it can come out of this fund.

Trustee Likley stated he met with Fiscal Officer Evans about the appropriations. Under Roads funding Fiscal Officer put Road Superintendent's health insurance, life insurance, and workman's comp. Fiscal Officer Evans stated that this was done to relieve the General Fund.

The temporary appropriations for fire levy will be \$301,685. The anticipated carryover for fire for 2009 is \$9,120.00. The temporary appropriations for Cemetery will be \$5500.00.

Trustee Likley stated per the Certificate of Estimated Resources under Permissive Motor Vehicle their total was \$13,001.14. When I look at the line item 2231 in our appropriations it is \$19,422. Fiscal Officer Evans stated that was because the Township ended up with a carryover of \$9,900.00. She added that once she rolls over into the new year, The Certificate of Estimated Resources will be sent to the County to be amended with the actual carryover amounts. Fiscal Officer Evans stated that once she gets final figures that is when the Trustees will get hard facts of actually was spent, what we have left over for you to do your permanent appropriations. The Certificate of Estimated Resources will come back at the end of January.

Trustee Sims wanted the categories defined per the last meeting not in a spreadsheet prepared by Fiscal Officer Evans but in the Appropriations Status Report itself. Fiscal Officer Evans stated she could not do that until she rolled over into the new year on her computer. Trustee Sims asked if she could get that report as of January 15th as just discussed right now?

Trustee Likley stated that under 120-192 it should be denoted under Salaries-Townhall Rental Salaries (open/close). The existing 1000-130-190 Zoning Secretary will be moved to fund 2181. Under Salaries (1000-130-190) will state Zoning Inspector (s).

Trustee Sims would like the confirmation that 1000-130-150, 1000-130-190 and 1000-130-190-1889 all were to be moved under Zoning (Fund 2181). That was completed. Trustee Sims stated there was previous discussion to move 1000-130-360 to Zoning-Contracted Services. This was also completed. The amount would be \$7,705.00. Trustee Sims stated that if Fiscal Officer Evans would have completed the standard Appropriations Status Report the Trustees could have gone right down the list. Fiscal Officer Evans stated you still would have had questions and she thought this would be easier with her spreadsheet.

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Under Zoning (Dues and Fees) Trustee Sims stated the Trustees originally appropriated \$100.00 and Fiscal Officer Evans stated that was because individuals were going to seminars and training session. They are required and you have to appropriate for it.

The Trustees decided to remove category 2191 220 599-0001 Other Expenses-Fire Parts. Trustee Likley stated that under Sheriff's contract in the Fire Levy Fund it was previously in the General Fund. It was added to Fire Levy expenses.

It was determined that the appropriations would be continued when final figures were available.

Trustee Likley made a motion to approve Resolution 2008-23 to authorize the transfer of \$30,000 from General Fund to Zoning Fund Per Section 5705.14-5705-16 for Appropriations Year Ending 2009. It was seconded by Trustee Kratzer. ROLL CALL-Kratzer-yes, Likley-yes, Sims-yes. Motion Carried.

Trustee Likley made a motion to approve Resolution 2008-25 to set temporary appropriations for Year 2009. It was seconded by Trustee Kratzer.

Discussion on the Motion.

Trustee Sims stated the Trustees were really going to have to scrutinize the financial figures during the permanent appropriations in the next several months. She asked that all the Trustees review these figures and categories very carefully.

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

Setting of Trustees Salary for 2009

Trustee Kratzer made a motion that the Westfield Township Trustees be paid by salary for 2009. It was seconded by Trustee Likley.

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

Supplemental Appropriations

1. Add \$1672.23 To Gas Tax Fund Wages From Gas Tax Fund Fuel
2. Add \$9774.75 To Fire Levy Fund Repairs for #162 From Fire Levy Fund Capital Outlay
3. Add \$55.69 To Gen. Fund Medical & Health Ins. From Gen. Fund Election Expense
4. Add \$576.74 To Gen. Fund Medical & Health Ins. From Gen. Fund Workers Comp
5. Add \$94.00 To Gen. Fund Trustees From Gen. Fund Tax Collection Fee
6. Add \$129.99 To Gen. Fund Zoning Secretary From Gen. Fund Zoning Boards (This was due to the fact of Kim Ferencz being paid separately for the organization of the zoning records)
7. Add \$29.80 To Gen. Fund Zoning Inspector Wages From Gen. Fund Zoning Boards

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Organizational Meeting Date and Change of Trustee Meeting Dates for 2009

Trustee Likley stated that Fire Chief Snoddy found it at times difficult to attend training sessions and the Association meetings and the Trustee meetings, which were all scheduled on Monday evenings.

The Trustees decided to hold their organizational meeting on January 5, 2009 at 7:00 p.m. and come to a decision after speaking with Chief Snoddy and Zoning Inspector Harris about their availability for the regular Trustee meeting days for 2009.

Trustee Kratzer made a motion to retain the current positions and salaries of the Zoning Inspector, Zoning Secretary and the Road Superintendent until the Trustees January 5, 2009 organizational meeting. It was seconded by Trustee Sims. ROLL CALL-Kratzer-yes, Likley-yes, Sims-yes. Motion carried.

Trustee Sims stated she would complete Lee Evans review as Road Superintendent and Kim Ferencz review as Administration Assistant. Trustee Likley stated that he would complete Kim Ferencz review as Zoning Secretary. Trustee Sims added that she contacted the County and they were giving 3% contracted raises but reducing staff, and in some of the surrounding Township's the salaries are remaining status quo.

Trustee Likley stated the Fire Committee eliminated the maintenance officer position and (1) assistant Chief's position. There was a recommended increase of \$100.00 for the assistant Chief and \$250.00 for the two captains. Those increases are being offered by the elimination of the other positions. Trustee Sims asked if the increase in the pay for the two positions coming with additional responsibilities? Trustee Likley stated absolutely and Fire Committee will be holding a meeting on January 11, 2009 at 7:00 p.m. and will go into Executive Session to discuss the criteria/recommendations for Chief Snoddy's contract as well as address the added duties that will become part of the Ass't Chief and the two captains duties due to the vacation of the two job positions previously mentioned. These responsibilities will then filter down to the fire members as part of their jobs as well.

Pending Minute Approval

The Trustees were in receipt of the December 5, 2008 draft meeting minutes.

Trustee Likley made a motion to adjourn. It was seconded by Trustee Kratzer. ROLL CALL-Likley-yes, Kratzer-yes, Sims-yes. Motion carried.

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The meeting was officially adjourned at 6:30 p.m.

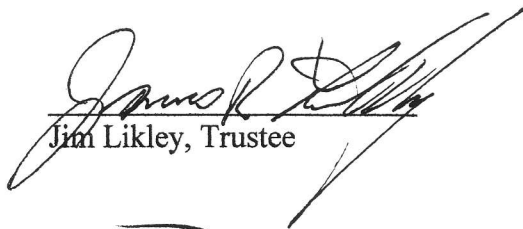
Respectfully Submitted,

Kim Ferencz-Westfield Township Administrative Ass't.

Approved as amended 2/2/09



Carolyn Sims, Chairperson



Jim Likley, Trustee



Tim Kratzer, Trustee

***Fire Levy brings in approximately \$80,000 a year. (As amended 2/2/09)**