

WESTFIELD TOWNSHIP BOARD OF TRUSTEES
SEPTEMBER 12, 2008
SPECIAL MEETING-TOWNSHIP NEWSLETTER & GENERAL
BUSINESS -9:30 AM
(As amended 6/18/09)

Chairperson of the Board of Trustees Carolyn Sims called to order the special meeting of the Westfield Township Board of Trustees at 9:32 a.m. Trustee Sims, Likley and Kratzer were present as well as Fiscal Officer Evans and Lee Evans. The purpose of the special meeting was the Township Newsletter and General Business.

Chair Sims stated yesterday she put drafts of the Newsletter in the other Trustees inboxes as well as the two previous Newsletters that being from 2006 and 2007. She added that she and Mr. Evans worked on the article for ROADS yesterday which everyone should have a copy of. Trustee Kratzer did an article on Cemeteries and Parks and Trustee Likley did one on zoning and there are copies of those as well.

Chair Sims stated she and Administrative Assistant Kim Ferencz sat down and tried to put the articles into the same general format that was used previously such as dialogue boxes for each topic. She added she and Kim wrote an article on the website, established business hours for the Township, the Comp Plan etc. Trustee Likley stated Ms. Kemp, Chairperson of the Zoning Commission did not draft an article on the Zoning Commission and the Chair of the BZA, Mike Schmidt wanted to use the same information as previously submitted.

Chair Sims stated the FEMA Floodplain regulations were updated August 2008. The boundaries of the floodplains have changed. This map shows our zoning districts, the FEMA Floodplain, the road designations i.e. County, Highway and State and jurisdictional boundaries as well as locates the railroads. Chair Sims stated she commended the Highway Engineer's Office for an exceptional map. She added the floodplains seemed to have changed for the southern portion of the Township as well as Trustee Kratzer's property.

Chair Sims stated she asked Kim Ferencz to contact the Dept. of Planning Services and order an oversized zoning district map. Once it is received it could be given to the Highway Engineer's Office and the overlay could be placed on one map. She added it might be better to have two maps; one just with the zoning districts and then another with the zoning districts with the Floodplain overlay. Trustee Likley stated he believed the last

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map made on the tack board was prepared by Westfield Companies. Maybe this could be incorporated in the Newsletter.

Trustee Likley asked if anything was received by the Fire Dept. for the newsletter? Chair Sims stated yes, but Fire Chief Snoddy used the same photos from last year. She stated she asked Chief Snoddy if he could provide new pictures. Chief Snoddy did include wording on the Fire levy which would be on the ballot in November and she asked him to run the language on the Fire levy past the Pros. Office.

The Board reviewed the following topics for the Newsletter:

- Regular Business Hours Established for Westfield Township
- Website and E-mails. Chair Sims stated it would show "Under Construction/Improvements Coming" while the website was being changed and updated.
- Road Dept. will include the up and coming road improvement project of Buffham Rd. Add information that we still maintaining roads without a road levy. Trustee Kratzer asked if we really wanted to state that because what if the time comes where we need to ask for a levy?
- Comp Plan. This will include a written definition of what a Comprehensive Land Use Plan. The Trustees will be choosing a Comp Plan Consultant to begin work on this project. Announcement advertising for volunteers to sit on a Steering Committee to complete the Plan.

Trustee Kratzer suggested possibly something could be put in the Newsletter asking the residents how the Trustees/Township Dept. were doing. Trustee Likley agreed. He also suggested a possible logo and/or tag line for Westfield Township. Trustee Kratzer stated he contacted Romin Neissan at Cloverleaf High School to maybe have the art class come up with a design but has not heard back from her. Chair Sims commented that during her first term she came up with the idea to have the high school seniors in art class/business class create a logo, motto and flag with set criteria for them to have this project develop throughout the year and have the residents vote on it. She continued that Trustees Kratzer and Plummer voted it down because it was expensive to have letterhead printed. Trustee Kratzer stated it did not matter whose idea it was and if Trustees Likley and Sims don't want to do it or put it in the Newsletter that was fine. Trustee Likley stated he liked the idea to send this potential project to the High School or vocational school.

Continuing on with articles for the Newsletter:

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- Parks & Cemetery Articles by Trustee Kratzer. Ron Oiler's name to be added that he is one of two Township representatives on the Park Committee (the other being Trustee Kratzer) as well as two Village representatives.
- Contact numbers of Trustees to be placed in one place in the Newsletter
- Westfield Township Zoning Commission Update for 2008 prepared by Heather Sturdevant would be an article in the Newsletter.

Chair Sims stated she spoke with Kevin Primer and he had to step down from the Zoning Commission because his mother was gravely ill and he had to change jobs in order to take care of her. Unfortunately Kevin's mom passed away suddenly. Chair Sims stated Mr. Primer has since gone back to his other job and asked her if his position as a permanent member on the Zoning Commission was still open. Chair Sims stated no but there was an opening as an alternate member on the Zoning Commission. A formal resignation letter was never received from Mr. Primer but the opening was filled. Mr. Primer stated he was interested in the alternate position on the Commission. Fiscal Officer Evans stated an ad was run in the Gazette on Monday September 8, 2008 for zoning alternates. Trustee Kratzer and Likley stated that it would be alright with them if Kevin Primer was put back on the Zoning Commission as an alternate since he was on the Board previously and the Township has invested money in training for him as a Commission member. This would be placed on the next Trustees agenda.

It was discussed that e-mails written by Township officials, employees and board members should be done with respect and not with a personal agenda.

It was also stated that the Township Newsletter needed to go out by the first week in October for advertise the ticket purchasing deadline for the Fire Dept. Clambake.

Chair Sims stated Jim Troike would be writing a small update on the water plant and waterline installation for the Newsletter. County Commissioner Steve Hambley is also going to write a small article as well as Dan Wilhoute on the revised flood plain.

The Board discussed hiring Camelot again regarding the layout and printing of the Newsletter. Chair Sims stated she would get the price from them accordingly.

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Chair Sims stated she and many other residents never received a newsletter last year. The Township used Chief Snoddy's mailing list he had from the County Auditor. Chair Sims suggested the Administrative Ass't Kim Ferencz use the Dickman Directory and create a data base of mailing addresses only. Regarding the Village, Kim could call them and see if they have a list of the P.O. Box addresses to ensure better coverage and delivery of the Township Newsletter.

- Newsletter to include Trustee Likley's article on zoning.

ROADS

Mr. Evans stated a year ago he asked to purchase a bunch of cutting edges for the plower and was told no. Now the prices have gone up over \$100.00. He added the edges come in a bundle of 20 for a cost of \$223.00 each so that should last 4 yrs.

Chair Sims stated when she and Mr. Evans spoke yesterday, Mr. Evans stated he typically uses 2-3 yr. but there should be some on reserve. Mr. Evans stated the prices are going up and will continue to go up just like he stock piles salt to save money especially with fuel costs rising.

Trustee Likley stated that the increases for the cutting edge prices have gone from \$131.00 a blade, to \$150.00 a blade, to \$187.00 a blade to \$257.00 a blade. That is a \$19.00 increase, to a \$37.00 increase to a \$63.00. The price seems to be increasing exponentially. Mr. Evans interjected that he felt there would be a savings if he orders for the next 4 yrs. out as the prices are not going to come down. If we order in volume the price is lower.

Chair Sims stated by ordering that far out the potential for the edges to be damaged, lost or blown through was greater...what if that truck gets wrecked and then we are sitting on all these blades? Mr. Evans responded those blades fit on his plow they are used on the County roads. All the Township's use those blades so the issue that those blades would not be used was a non-issue as they could be sold to another Township i.e. Seville or Guilford and/or they could share in the expense of the purchase and then blades they would not be sitting around in the garage. Chair Sims asked why didn't we get a commitment from the other Township's before we purchase a bundle? Mr. Evans stated he needed to buy a bundle so what is the issue?

Trustee Likley made a motion to purchase the bundle of 20 snow blade cutting edges @ \$223.00 each and make the bulk rate available to other communities if they are interested. It was seconded by Trustee Kratzer.

Discussion on the Motion

Chair Sims stated yes buying a bundle of 20 was a savings and that was appreciated however she did not feel the Township should have \$4500.00 worth of steel lying around in the garage for up to 3-5 yrs. She added if Mr. Evans could offer some of the cutting blades to surrounding areas that would be better. Trustee Likley agreed that if some of the blades could be sold to some of the surrounding communities to defer the initial cost that would be great. It would end up being a win-win situation for all.

ROLL CALL-Kratzer-yes, Likley-yes, Sims-No. Motion carried.

Mr. Evans stated Akron Tractor offered \$9,000.00 trade in for the tractor/mower. Paul Eash at Chase & Co. Ministries is the individual handling the e-bay sale of the tractor. There is \$184.00 fee that comes off the cost of the auction up front which is \$570. That is for the individual to come take pictures and do advertising for the tractor/mower. Mr. Evans continued that the suggested minimum bid is \$9,600.00. There is a possibility that the bid could be for quite a bit more. Chair Sims asked if the tractor did not sell on e-bay was a trade-in still viable? Mr. Evans stated yes. Mr. Evans stated that the Township made money on the dump truck that was sold on e-bay. Chair Sims stated she supported the idea to put the tractor on e-bay. Trustee Kratzer and Likley agreed.

Trustee Kratzer made a motion to pay the \$184.00 up front to Chase & Co. Ministries and proceed with advertising the 1980 International Model 886 Tractor with cab and Tiger boom 50" rotary mower on E-bay. It was seconded by Trustee Likley.

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

Mr. Evans stated he put on two new steer tires on the Peterbuilt. He saved \$80.00 by buying through CUE. He added that Akron Tire wanted \$4.50 for each tire disposal. The casings are worth something. Mr. Evans stated if the Trustees make a motion he could possibly sell the tires to TA and a check cut to the Township as they could possibly re-sell the casings.

Trustee Kratzer made a motion to sell the used tires. It was seconded by Trustee Likley.

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

MISC.

- Trustee Likley stated he purchased the letters for the message board to be built under the existing identification sign of the Township. Trustee Likley stated he might have the opportunity to build that message board this weekend. The existing sign would be taken down and larger (taller) posts put in to raise that sign and put the message board underneath it. Trustee Likley stated another package of letters might need to be purchased as the message board is two sided.
- Chair Sims asked Fiscal Officer Evans how she would like to handle public records requests now that a Township Admin. Assistant has been hired? Fiscal Officer Evans stated she would handle all public records requests if she was notified of the request. Chair Sims stated that since Kim Ferencz is the zoning secretary as well as the

Admin. Assistant and all the zoning records are at the Town hall; that Kim Ferencz could handle the zoning records requests.

Chair Sims asked if the Trustee meeting minutes were available at the Town hall during regularly business hours? Fiscal Officer Evans stated the records were in her office. A copy of the original records could be made available at the Town hall. She continued that all documents that have been audited are in the records room. The documents for 2007 and 2008 are in her office until they are audited. Chair Sims asked if Fiscal Officer Evans could provide copies for viewing in the main office? Fiscal Officer Evans stated why couldn't the minutes be printed off the internet? Chair Sims stated for example that Karen Fisher has requested not only minutes but attendance records as well. Fiscal Officer Evans stated she and Kim spoke about this yesterday and Kim asked for the attendance records. She stated she would provide them to her. Chair Sims stated she felt Kim Ferencz should be responsible for filling zoning public records requests and added she was comfortable in Fiscal Officer Evans filling any other public records request. Trustee Kratzer and Likley agreed. Chair Sims continued that she felt these common records, now that set office hours have been established for the Town hall should be available to the public. Fiscal Officer Evans asked if that included drafts because there were outstanding Trustee minutes that have yet to be approved.

Trustee Likley stated he understood Fiscal Officer Evans concern about maintaining the records that have not yet been audited. As meeting minutes are approved they would be made available on the website. If an individual does not have website access; with Kim being here 4 days a week; if someone requested the minutes they

could be called up on the web, printed out and charged for accordingly. Fiscal Officer Evans stated if an individual is requesting any attachments to the minutes then the request would need to be given to her to fill.

Chair Sims stated she spoke with Trina Devanney from the Pros. Office and yes the Fiscal Officer is the keeper of the records but we are all responsible and added that she did not feel she was in control to be responsible for any of the records. Chair Sims commented that the Trustees dealt with this with the previous Clerk and she did not want to ever go back to that situation and worry that public records were not kept or were leaving the Township. A resident should be able to request a document, come to the Town hall and leave with that document. Trustee Likley stated short of making a copy of the original document and making those available in a three-ring binder...that could be done in that Fiscal Officer Evans maintains the original documents until audited copies could be made however that was double the paper to do so. Fiscal Officer Evans stated the law does not state the public record needs to be provided immediately. Sometimes it takes time to look for documents. Chair Sims stated that common documents should be available to the public i.e. minutes, agendas, sign in sheets etc. Trustee Likley stated a copy of the original documents could be provided in a three-ring binder. Trustee Kratzer stated he felt that the documents did not become "common" until after they are audited.

Fiscal Officer Evans stated this has not been an issue before. Chair Sims stated yes it has as she has seen documents walk out the door before. Trustee Kratzer asked if that was the case why didn't you stop them? Chair Sims stated all she saw was boxes being taken out and she did not know what was in the boxes. Trustee Kratzer responded, then you are assuming what was in the boxes were documents.

Trustee Likley stated as meeting minutes are approved they would be uploaded to the website for accessibility. The supporting documents could be copied because those are not on the website. Fiscal Officer Evans stated the supporting documents could also be put on the website. Chair Sims stated the supporting documents were to help the Trustees know what they were doing or the zoning boards are doing. Trustee Likley stated a copy of the supporting documents could be made and put in a binder for viewing.

Trustee Kratzer stated that if an individual comes in and requests a public record and the Fiscal Officer is not in the office, a message could be left for her to get those records within a reasonable amount of time. Chair Sims stated she was not referring

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to all of the records she was just talking about meeting minutes. She continued that ½ of Karen Fisher's public records request, the Pros. Office said should not have been filled because of the broadness of the request and Fiscal Officer Evans has chosen to fill them.

Fiscal Officer Evans stated she would make a copy of the approved meeting minutes for Kim to post on the web. Those can be placed in a binder. She added she would also make copies of supporting documents and Kim can attached them to the appropriate copies of the meeting minutes and then she could put them in a binder and they would then be available for viewing. Chair Sims stated this policy can start as of today.

It was stated that supporting documents did not have to be posted on the website due to the volume and space they could take up, but it could be stated in the meeting minutes that supporting documents are attached to the approved meeting minutes. Fiscal Officer Evans stated that was already written in the minutes.

Chair Sims asked about the manual for the laptop as the computer was acting weird the last time she was up at the Town hall working with Kim. Fiscal Officer Evans stated she left Kim all the manuals. Chair Sims stated there was no manual for the computer. Fiscal Officer Evans stated that was because there was no manual for the laptop. Kim was also given the access code for the voice mail. A new greeting message would be made for the phone.

Chair Sims stated it appears there were issues with the latch on the backdoor of the Town hall and the alarm system going on. On Kim's first day the alarm system went off and apparently Mr. Evans called Trustee Kratzer and stated that Kim left and did not lock the door. However it happened again when just Lee was there then it was discovered there was a problem with the latch. She asked that everyone try to make Kim Ferencz feel comfortable and be helpful in helping her adjust to the new position of Administrative Assistant.

Chair Sims continued that there was an incident this week where Kim Ferencz was in the office and she and Fiscal Officer Evans were having a heated conversation about Stan Scheetz application being sent out and Bill Thorne was present. Mr. Evans was also there made some insubordinate comments and walked out. Bill was concerned about those comments. Chair Sims stated she responded that was why she did not support nepotism because obviously Mr. Evans mother sent out the documents and he

was upset about the incident. Chair Sims stated that instead of giving Mr. Evans a written warning, she gave him a verbal warning. Chair Sims commented that we should all work in good spirit and good will to get the work of the Township done. Chair Sims added that Mr. Evans came to work just this week with a hole in his pants and no underwear on. She stated she did not feel it was necessary to send that in an email to Mr. Evans. Chair Sims stated what she was trying to say is be careful and respectful when sending an e-mail out as a public official.

Trustee Kratzer stated by e-mail that he contacted Kim Ferencz the night she was hired by the Trustees and left her a voice mail and explained to her that he did not vote for her. That conversation was between Kim and himself. He concluded that he felt he has handled himself professionally as he saw fit. Trustee Kratzer stated he had places to be and felt this meeting should come to an end.

Chair Sims stated she agreed but stated she had a few questions that she would like Fiscal Officer Evans to respond to in writing in regards to the editorial letter in the Post from Karen Fisher.

- Who was the direct supervisor (Trustee) of the previous zoning inspector?
- Who was the direct supervisor (Trustee) of the previous zoning secretary Marlene Oiler? Fiscal Officer Evans stated Trustee Plummer. Trustee Kratzer stated Trustee Plummer was in charge of zoning the whole time he was a Trustee for Westfield Township. Chair Sims asked who was the direct supervisor of the previous zoning Secretary Marlene Oiler for 2006-2007? Fiscal Officer Evans stated since Trustee Plummer was in charge of zoning she assumed it was him. Trustee Kratzer stated Chair Sims should know that because she was a trustee at that time.
- Did Trustee Plummer as the zoning secretary's direct supervisor do a written evaluation of the zoning secretary or zoning inspector? Fiscal Officer Evans stated no.
- Did Trustee Plummer sign the payroll sheets for the previous zoning secretary? Fiscal Officer Evans stated yes.
- Did Trustee Plummer do a verbal evaluation of the previous zoning secretary? Fiscal Officer Evans stated she did not know but it might be in the minutes.
- How much did the zoning secretary make per hour 2006-2007?

Chair Sims asked if Fiscal Officer Evans gave Karen Fisher her written evaluation of Lee Evans since she was the Trustee liaison in charge of roads. Fiscal Officer Evans

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stated she gave Ms. Fisher whatever was in Mr. Evan's file. Chair Sims asked Fiscal Officer Evans if her evaluation of Mr. Evans was in his file? Fiscal Officer Evans responded it should be if she had a copy of it. Chair Sims stated she thought she read it into the meeting minutes. Fiscal Officer Evans stated Trustee Kratzer always gave her a signed copy of Mr. Evans evaluation when he was in charge of roads. Chair Sims stated she would have given Fiscal Officer Evans a copy of the evaluation but did not know if she would sign it since she personally read it into the meeting minutes.

Chair Sims continued with her questions:

- How much did Marlene Oiler make as zoning secretary for 2006-2007?
- How much did Marlene Oiler make as assistant to the clerk for 2006-2007?
- What funds did those salary payments come out of for zoning secretary and assistant to the clerk? Chair Sims stated zoning secretary should have come out of zoning and assistant to the clerk out of Clerk but she remembered Fiscal Officer Evans asked the Trustees to have the both salaries come out of General Fund because the financial books were such a mess. Chair Sims asked if she could get those answers by Monday? Fiscal Officer Evans stated yes she could.
- Chair Sims stated she would also like to know Marlene Oiler's last hourly rate while she worked for the Township. Trustee Likley stated he believed \$13.00 per hr. Fiscal Officer Evans stated that was correct.

Chair Sims stated Karen Fisher's editorial to the Post was just pure spin and did not understand where she was getting her information. Chair Sims stated when she was up at the Town hall she saw the public records request Ms. Fisher had made. There was a sticky note on the last set of documents Fiscal Officer Evans copied for Ms. Fisher. Chair Sims continued that she asked Fiscal Officer Evans a legitimate question like who mailed out those zoning documents and you (Fiscal Officer Evans) told me emphatically you are not in the zoning business nor do you want to be and added that she would have never guessed Fiscal Officer Evans mailed Stan Scheetz documents out to the Zoning Commission. To find out the exhibits were different and Mr. Scheetz had hand written notes on the documents were different that all gave her great concern and when she brought it to the Fiscal Officer's attention you (Fiscal Officer Evans) practically bit my head off and handed it to me. Then you started your e-mail off, I Fiscal Officer and telling me to sleep well at night. Chair Sims added that she felt that was inappropriate and the timing of Karen Fisher's public record request strange too. Chair Sims stated more disturbing was the post it note on the Kratzer documents you mailed to the Commission and then gave to Karen Fisher which read, "This one really got me. Read more. I probably


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didn't handle it right but I can't take a whole lot more of her." Chair Sims then asked why Fiscal Officer Evans wrote that to Ms. Fisher? Fiscal Officer Evans stated she did not write that to Ms. Fisher. Fiscal Officer Evans stated she was on record that she was doing the best she can and if she could not do her job to suit you (Chair Sims) ...I don't know...Fiscal Officer Evans continued that you have a secretary and you may use her but I will... You never make mistakes. You never would admit to it. If you think everything has to be done your way I am sorry. Chair Sims stated the question was why Fiscal Officer Evans would you put this post it note on an e-mail in a public records request? Trustee Kratzer interjected, where did you (Chair Sims) get that? Chair Sims again asked why Fiscal Officer Evans would do that? Fiscal Officer Evans she too was tired...Chair Sims interjected that she just survived the last clerk that you (Fiscal Officer Evans) handpicked and she did not want to go there with you (Fiscal Officer Evans). Trustee Kratzer stated, then don't.

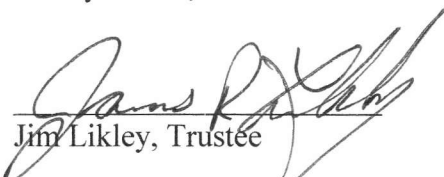
Chair Sims stated she wanted to work toward a better relationship and this one hurt her feelings. Fiscal Officer Evans then asked, didn't you think it was defamation of character when you broadcasted it all over the Township? Chair Sims stated she felt Fiscal Officer Evans was wrong in distributing the Stan Scheetz documents and inappropriate in her response to me in asking if you did. Chair Sims concluded, I am sorry Martha I think we can do better.

Trustee Likley made a motion to adjourn the special meeting at 12:20 p.m. It was seconded by Chair Sims.

Respectfully Submitted,
Kim Ferencz, Westfield Township Administrative Assistant



Carolyn Sims, Chair



Jim Likley, Trustee

Tim Kratzer, Trustee

Westfield Township Special Trustees Meeting
Newsletter & General Business
September 12, 2008
9:30 a.m.