

WESTFIELD TOWNSHIP BOARD OF TRUSTEES
AUGUST 7, 2009
CON'T OF AUGUST 6, 2009 REGULAR MEETING
4:30 P.M.

Chairperson Jim Likley called the August 6, 2009 regular meeting of the Westfield Township Trustees back to order at 4:30 p.m. Trustee Sims, Likley and Kratzer were present as well as Fiscal Officer Evans.

Supplemental Appropriations

Fiscal Officer Evans' memo read that due to the maintenance at the townhall and the increases in the Trustees and Fiscal Officer salaries, supplemental appropriations were needed. Fiscal Officer Evans stated a motion needed to be made first for the Trustees to take the increase in salary. The increase would be \$60.17 per month as a result of the adjustment of the certificate of estimated resources.

Trustee Sims said when the \$50,000 came in from Westfield Center due to the fire contract being incorrectly calculated, there was an amendment made to the certificate of estimated resources which was added to the overall budget. That money brought the budget back over \$1.5 million. Per the ORC the budget of the Township is the basis for the salaries of the Trustees and Fiscal Officer. Fiscal Officer Evans stated the only time the certificate of estimated resources is amended is if you get money or if you know you are not going to get a large amount of money.

Trustee Sims asked Fiscal Officer Evans during her tenure as the Fiscal Officer of the Township, how have the Trustees been paid? Fiscal Officer Evans stated based on the certificate of estimated resources according to the schedule in the ORC. She added on February 20, 2009 she sent in the certificate of estimated resources, which was approved by the Budget Commission at that time. The pay increase then should go back to March 2009. Chair Likley and Trustee Kratzer stated the pay of the Trustees and Fiscal Officer should remain based on the certificate of estimated resources according to the schedule in the ORC. Fiscal Officer Evans stated the checks she cut were from January 1, 2009 to present. She added she gave the Trustees the full 6 months but she could redo them if the Trustees wanted. Chair Likley asked when the payment was received that took the budget over \$1.5 million? Fiscal Officer Evans stated it was received the first part of March 2009 and she amended the certificate of estimated resources on March 20, 2009. Chair Likley stated if that was the case then the pay increase should be from March to present because the funding of the \$50,000 error regarding the fire contract was not received until then. Fiscal Officer Evans stated the certificate of estimated resources in February was still 1.6 million. She added that was why she and the Trustees were paid less until all this was rectified. Fiscal Officer then read the Auditor's Report which stated, "Please note the date

Page 2 Continuation of 8/6/09 Westfield Twp. Regular Trustees Meeting

of the certificate of estimated resources is the date that should be used in determining any salary increases due to any increases in budget.”

Trustee Sims asked if was she to understand that \$180,000 was subtracted from the beginning of the year on the certificate of estimated resources for the calculation of the Trustees and Fiscal Officer’s salaries? Fiscal Officer Evans stated yes, the \$180,000 consisted of \$150,000 for fire and \$30,000 for zoning. Trustee Kratzer stated the budget was already over \$1.5 million in February. Chair Likley interjected that the \$50,000 collected regarding the fire collection error made the budget more secure than teetering the \$1.5 million.

Fiscal Officer Evans stated that for January and February 2009, the Trustees and Fiscal Officer would remain at the old salary and from March 2009 on it will be at the new salary. She added that she needed to then cut new paychecks for the Trustees and Fiscal Officer accordingly. There will be a difference of \$361.00 for the Trustees and \$471.00 for the Fiscal Officer. The supplemental appropriations would need to be approved in order for the Fiscal Officer to cut the new checks.

Trustee Kratzer made a motion to approve the supplemental appropriations submitted and recommended by the Fiscal Officer. It was seconded by Trustee Sims.

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

Chair Likley stated at the July 28, 2009 Trustee meeting the Fiscal Officer presented information regarding supplemental appropriations as follows:

There is not enough appropriated in zoning to pay for the extra cost of the survey. Right now we need \$1700 just to pay for our current invoices to Northstar Planning. Fiscal Officer Evans stated that we have also received a bill for \$600 from Northstar to review the Seville Comp Plan. Fiscal Officer Evans stated the Township owed \$3100 for the Township Survey that was completed and therefore needed an additional \$1700 to pay the current invoice. Fiscal Officer Evans recommended adding \$2000 to zoning from the General Fund.

Trustee Sims asked today what the total bill for Northstar was? Fiscal Officer stated \$4,458.00 with \$3100 being for the survey. Chair Likley asked if the Trustees supplement \$2000 what would that leave in that fund for Northstar Planning’s services? Fiscal Officer Evans stated \$300 for any extras. A purchase order was made out for \$27,500 which was Northstar’ contract. Anything extra like the survey would be additional. There was \$1400 left over from the \$2000 that was appropriated but not used for Northstar to complete the Greenwich Rd. corridor study. Fiscal Officer Evans commented that you

Page 3 Draft of 8/6/09 Westfield Twp. Regular Trustees Meeting

don't want to appropriate money if it is not needed because then a transfer of those funds from the General Fund would have to occur and she thought that was what the Trustees wanted, i.e. not to reduce the General Fund if not needed. Trustee Sims stated that it was just the opposite. The Fiscal Officer wanted to know at the beginning of the year what the Township's anticipated expense were. Then, at any time, the Trustees could get a copy of the budget and we could see where the money was allocated, how much was spent and how much was left doing away with the need to supplemental appropriations. The full amount of what we anticipated our expenses to be should be allocated.

Trustee Kratzer stated the money was not allocated for the comp plan survey because we did not know what type of survey was going to be done. Chair Likley agreed and stated the cost Mr. Majewski from Northstar proposed was anywhere from \$1400 to \$3500 for a survey. Trustee Sims asked how much money was allocated for Northstar? Fiscal Officer Evans stated \$27,5000, which was the base cost of the contract with no extra meetings or services provided. The result is that \$2000 would be taken from the General Fund and added to Zoning to pay for this service.

Fiscal Officer Evans continued that there was only \$174.21 left in the unemployment account. There is an invoice received in the amount of \$84.61 leaving \$89.60 for the remainder of the year. It was discussed that the unemployment benefit payment for the employee in question was currently coming out of zoning and that individual has a portion of their salary that comes out of General Fund as well. The Trustees decided that the money would continue to be taken out of zoning for the payment of unemployment benefits. The amount of \$600 would be taken out of the General Fund and transferred to zoning for these continued payments.

Chair Likley stated the \$600 should be adequate to carry those individuals currently collecting unemployment through the end of the year. If more Township employees become unemployed then more money would need to be appropriated. This was not something that could be planned.

Fiscal Officer Evans went on to say that there was only \$22.59 left in zoning postage. The Trustees recommended \$50.00 to be transferred from General Fund to Zoning-postage. Fiscal Officer Evans stated that again this was just an estimate as the amount of applications that would come in between now and the end of the year was an unknown.

Fiscal Officer Evans stated that the zoning board and commission members' salary fund has \$1643.44 left for the remainder of the year. For the first half of the year \$3355.29 has been spent. Fiscal Officer Evans suggested adding \$1500 to the above plus \$220 to OPERS & Medicare tax to cover the additional salaries. The Trustees agreed. The total amount is \$1720.

Page 4 Continuation of 8/6/09 Westfield Twp. Regular Trustees Meeting

Lastly, Fiscal Officer Evans stated there was 0 left in dues and fees for individuals that may attend workshops if there is a fee involved. The Trustees discussed that additional training outside the county should be considered on a case by case basis especially since Medina County offered free workshops for the zoning board members. Trustee Sims stated that the Trustees have been lax in allowing multiple board members and employees of the Township to attend workshops and seminars outside of the County and some after the fact so there had to be more of a due diligence in taking advantage of the free seminars and workshops offered by the County and the Pros. Office.

Fiscal Officer Evans stated there is a zoning certification series that is going to be offered by Medina County Planning Services every Tuesday starting in October for 8 wks. There is a fee of \$119.00 for that certification. BZA member Oiler stated he was interested in attending that zoning certification course. Fiscal Officer Evans stated that Ass't ZI Evans was also interested in attending that course as well.

Trustee Kratzer stated that the Trustees did not make any exemptions about the training the board members attend. Trustee Sims stated in the policy manual it specified the type of training and the exemptions thereof. Chair Likley stated the Township has put a lot of money into the training of the zoning board members. Maybe this was one area that the Trustees could curtail some of the expenditures. The Trustees determined that \$4500 to be added to zoning to pay for unemployment benefits, postage, salaries and the other entities involved in the payroll deductions.

Trustee Kratzer made a motion to move \$4500 from the General Fund to the Zoning Fund. It was seconded by Chair Likley.

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

Chair Likley stated he received a call from a resident who lives in Westfield Farms about the condition of the road. The Trustees stated they would drive the two roads in the development and make a determination on the condition of the roads. Chair Likley stated he would contact the individual after looking at the roads.

Trustee Kratzer stated the Township needed to spend a portion of the money in the Road and Bridge Fund otherwise the County and State are not going to see a need for Issue money with a \$500,000 road budget.

Trustee Sims suggested why not ask Mr. Evans for a written evaluation of the 5 yr. rotation of the roads. She added that the signage inventory in the Township should be completed especially now that Mr. Evans had summer help. Chair Likley and Trustee Kratzer stated Mr. Evans was working on that project. Trustee Sims stated the sign inventory could be done in day. Chair Likley and Trustee Kratzer disagreed as there were

Page 5 Continuation of 8/6/09 Westfield Twp. Regular Trustees Meeting

many signs in the Township and the amount of information requested on each sign was a ½ page long. Trustee Sims stated she would like to see a deadline set for the completion of the sign inventory. Chair Likley would talk to Mr. Evans about finalizing the signage inventory. The Trustees stated they appreciated all the maintenance work done at the Townhall complex by Mr. Evans and the youth help that was provide through JOG Services.

Web Site Maintenance

Trustee Sims asked what the status was of having Admin. Ass't Ferencz be able to update the website in-house? Trustee Kratzer stated Kim Ferencz was working with the webmaster that was writing a code for her to able to access the website and input the updated information. Trustee Sims stated she would like a written contract with the web master for his services. She added the services the webmaster charges should be pre-approved by the Trustees. Chair Likley agreed. Trustee Kratzer stated he would talk to the gentleman accordingly.

Trustee Sims stated that she wanted the defibulator mounted at the townhall. She stated she would ask Admin. Ass't Ferencz to contact the company direct and get a quote. Trustee Kratzer stated that the Fire Chief should be able to do that. Trustee Sims stated it would probably be more efficient to have Kim Ferencz order the defibulator mount.

Mowing

Trustee Kratzer stated he would like authorization on behalf of the Trustees to discharge McTech which is the lawn maintenance company the Trustees contracted with to mow the cemetery and townhall complex. McTech's phone number is no longer in service and the gentleman has not been to the townhall complex or cemetery to mow. Trustee Kratzer stated he would like to contact Brian Evans and see if he would be willing to mow the complex and the cemetery for the rest of the season at the bid rate he submitted this spring. Chair Likley stated he did not have a problem with contacting Mr. Brian Evans but would like something in writing that he would be willing to mow the complex and the cemetery for the rest of the season at the bid rate he submitted this spring. Trustee Sims asked if Mr. Brian Evans was the next lowest bidder. She asked that this decision be carefully made so not to show nepotism. Trustee Kratzer responded Fiscal Officer Evans was not doing the hiring. Trustee Sims suggested Trustee Kratzer contact the Pros. Office to make sure there were no issues in moving forward with hiring somebody else to finish out the mowing season. Trustee Kratzer stated the next lowest bidder was GPS who was going to charge \$40.00 to mow the townhall complex and \$100.00 to mow the cemetery. Mr. Evans' company was called Backyard Basics and came in at \$45.00 to mow the townhall complex and \$120.00 to mow the cemetery.

Page 6 Continuation of 8/6/09 Westfield Twp. Regular Trustees Meeting

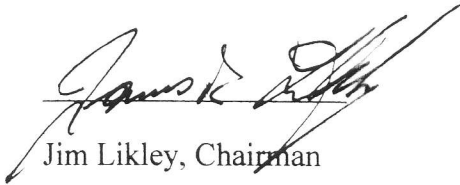
Trustee Sims made a motion to adjourn. It was seconded by Trustee Kratzer.

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

The meeting was officially adjourned at 5:46 p.m.

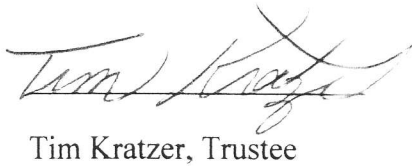
Respectfully Submitted

Kim Ferencz, Westfield Township Admin. Assistant



Jim Likley, Chairman

Carolyn Sims, Trustee



Tim Kratzer, Trustee