

**WESTFIELD TOWNSHIP BOARD OF TRUSTEES**  
**AUGUST 25, 2009**  
**SPECIAL MEETING**

(Replacing canceled 8-20-09 Trustee Regular Meeting)

**7:00 P.M.**

Chairperson Jim Likley called to order the regular meeting of the Westfield Township Board of Trustees at 7:03 p.m. Trustee Sims, Likley and Kratzer were present as well as Administrative Assistant Kim Ferencz. The following were also in attendance: Kevin Daugherty, Carol Rumburg, Ron Oiler, Tom Micklas, and Frank & Rosemary Galick.

**Public Comment**

Kevin Daugherty gave a presentation on document indexing of the Township records. He stated that he was not charging for the software he wrote (database) and would give it to the Township to use if the Trustees were interested. Some of the highlights of the software:

- Each document would be given a unique document number that is sequentially added to when another document is added.
- A short description could be given to access a given document or documents based on key words
- Received, Sent or Internal would be the kinds of documents. Then it can be further referenced by e-mail, letters, minutes, memo, etc.
- Three different subjects and up to three different parties could be referenced
- The information is not the actual document, it is just a way to reference where to find a particular document
- In order to be able to have the applicable parties i.e. Trustees, Zoning Commission and BZA minutes cross referenced, the minutes of those boards would have to have the pertinent information extracted from them i.e. subject topics of each meeting.
- Recommend external hard drive for this data to be stored
- Zoning Permit System. The permit number would not be automatically generated. It would need to be inputted manually.

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Fields could be added to query variances, conditionals, ag exempt, text amendments, map amendments, etc.

- Information in the data base would have to be typed in
- Each attachment would be a unique document to be tracked
- Information to be referenced is only as good as what information is inputted in the database

Trustee Kratzer stated somebody would need to be hired to research the minutes to see when a particular topic was discussed.

Fiscal Officer Evans suggested the Trustees attend the records retention seminars. The State of Ohio only recognizes microfilm for records retention. She questioned if such a database would be relevant 10 yrs.+ from now. Whatever machine or means of retaining the information would need to be kept in order to read and access that information. Chair Likley asked if this program was just used internally and not part of the records retention policy? Fiscal Officer Evans stated the technology would still need to be retained to read the information and that may prove to be expensive. Hard copies would still need to be maintained. Chair Likley stated absolutely. What was presented this evening was just a referencing tool to find the documents.

Mr. Daugherty interjected that his program was written in Access which was a Microsoft standard so if it was upgraded the upgrade would just need to be downloaded. He added that he did not want any monetary compensation for the program. He suggested the Township try it and see if it is something that the Township would be interested in using. Chair Likley asked if Mr. Daugherty had some free time, that Admin. Ass't Ferencz worked Mon.-Thurs. 9-2 and to possibly make some time with her to bring the program in and see if it is something that can be of benefit to the Township for internal document indexing. He added that Kim Ferencz could then report to the Trustees on the results and the Trustees could make a decision based on that to move forward.

Mr. Micklas suggested that there be multiple users i.e. Zoning Secretary/Admin. Assistant, Zoning Inspectors and Fiscal Officer to test the program for a period of time to see if it was user friendly and would be of benefit to the Township. The Trustees agreed and thanked Mr. Daugherty for his time and information presented.

### **Fiscal Officers Report**

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### Bills, Fund Status

Fiscal Officer Evans stated the bills to be paid were in the amount of \$26,148.22. She added there was \$284,294.47 in the checking account and \$840,934.28 in the investment fund after the bills have been paid.

### Correspondence

- TDA Architecture-Requesting a waiver of all zoning fees for Cloverleaf Schools-New Elementary School
- PERSO-Claim for interest & penalties closed-Claim Denied
- Board of Elections-signage required for the Township building-The Board of Elections is applying for a grant to cover the cost of these signs and they would erect the signs as well.
- E-mail received from a resident that the Buffham Rd. Railroad Crossing was dangerous. Would like to see warning devices erected. This has been forwarded to County Commissioner Pat Geissman. This is the only railroad crossing from Creston to Medina that does not have a warning device i.e. sign, lights and or gates. Trustee Sims suggested the Trustees draft and sign a letter about this issue and forward it to Railroad Commission.

### Discussion

Chair Likley asked about the excavation bills for the eastside of the Township building. Fiscal Officer Evans stated that there were drains and catch basins put in. The Board asked about the invoice from Northstar Planning. Fiscal Officer Evans stated \$12,475 is left to be collected on the \$27,500 contract for the Comp Plan. The survey was an additional \$3100. The cost for the Greenwich Rd. corridor was \$600.00 which the Trustees allocated \$2,000.00 for that study. Fiscal Officer Evans continued that there is a bill for salt, which Mr. Evans was able to get to fill the salt shed at the price of \$46.48 per ton through CUE.

**Trustee Kratzer motion to approve the payment of the bills in the total amount of \$26,148.22 as presented. It was seconded by Trustee Sims.**

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

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### Mowing Contract

Trustee Kratzer stated he contacted the Pros. Office about the mowing contract and the issue of termination of the company the Trustees contracted with due to the work not being completed. He added that in the mean time Mr. Evans has mowed the grass at the Townhall Complex and the Cemetery. The mowing company (McTech) was sent a certified letter about the Township's complaints of service and given three days to respond. Trustee Kratzer stated the letter was sent August 20, 2009 and today is August 25, 2009 and he has not been contacted by McTech. Trustee Kratzer added that since sending the letter he has heard McTech has closed for business.

Trustee Kratzer stated he spoke with the Pros. Office about what to do about the rest of the mowing season and did address contacting Mr. Brian Evans because he had mowed the Township complex previously. Mr. Brian Evans stated he canceled his insurance since he was not awarded the contract this year to mow the townhall complex. Trustee Kratzer stated the Pros. Office said somebody could be hired who did not have insurance, but if they got hurt or did something to cause damage the Township would be liable. Trustee Kratzer said that Mr. Brian Evans told him that he would mow the rest of the season for the Township if the Trustees would extend the contact for him based on this year's mow bid through next season so he could afford to pay for the insurance.

Trustee Kratzer continued that another option was Lafayette Township. They have 3-4 cemeteries within their Township and have their own mowers for mowing. Trustee Kratzer stated that Road Superintendent Lee Evans told him that Lafayette Twp. wanted him to come there and do some ditch work, so maybe work could be exchanged for Lafayette Twp. doing the mowing for the rest of the year. The insurance then would not be an issue. Trustee Sims stated that Westfield Twp. and Lafayette Twp. have a mutual reciprocal agreement for work shared. Trustee Sims asked what type of ditch work would Lee Evans be doing for Lafayette so as not to get in a bind over the amount of work to be completed. Trustee Kratzer stated he would follow up with Lafayette Twp. accordingly.

Fiscal Officer Evans stated a Resolution would need to be made and passed for a reciprocal agreement between the two Townships. Trustee Sims stated there was already such a resolution in place. Fiscal Officer Evans stated she believed that agreement was only for 1 yr. Trustee Sims stated that the Trustees should also reach out to Seville, to put a similar agreement in place with them for shared work/equipment as well. Fiscal Officer stated the Resolution with Lafayette ended in December 31, 2008. Trustee Sims asked Fiscal Officer Evans to get a copy of the agreement which was signed in triplicate, as she felt it was an ongoing agreement with Lafayette Twp. Chair Likley stated if something new needed to be drafted the Trustees could act on it at the September 3, 2009 Trustees meeting.

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### Meeting Minute Approval

The minutes to the Trustees July 28, 2009 meeting were tabled for approval.

### Zoning Report

Zuber Case-ZI Harris stated the Zuber case was postponed until September 1, 2009. He added he want out to Mr. Zuber's property to inspect and Mr. Zuber was doing very well in the cleanup process. Trustee Kratzer asked if the "tank" on Mr. Zuber's property had been removed yet? ZI Harris stated no, but he did speak to Mr. Zuber about it. Trustee Kratzer stated that the BZA Hearing, Mr. Zuber stated he was going to use the tank for water retention off of his new building but the new building does not have downspouts it's a hoop building.

Cloverleaf school zoning application fees-ZI Harris stated himself, Ass't ZI Evans and Zoning Secretary Ferencz met with the engineer for the new elementary school. A representative from Columbia Gas was also in attendance as well as Fire Inspector Lloyd. There will be several variances that would need to be applied for. ZI Harris stated that both zoning boards would try to be scheduled to meet on the same night. The BZA would hear the variances first and the Zoning Commission would review the site plan for the new elementary school immediately after.

Admin. Ass't Ferencz stated the architect on behalf of the school, TDA Architects has formally requested to have the zoning application fees waived.

**Trustee Sims made a motion to waive the zoning application fees for Cloverleaf School District for the construction of the proposed elementary school. It was seconded by Trustee Kratzer.**

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

ZI Harris presented the Trustees with copy of the 2<sup>nd</sup> violation letter regarding the camper at 5363 Seville Rd. near the Seville City limits. The land is vacant but there is a camper on the property. The camper is in extremely poor shape. ZI Harris stated the property owners did finally sign for the second certified letter that was sent to them. The property owners live in North Royalton. ZI Harris stated he would follow through with the violation accordingly.

### Lot Split

ZI Harris presented a lot split from Grubbis to Shetterly to rectify the situation discussed at the last meeting of a barn being built on the wrong property. Trustee Kratzer stated the Park District was then going to buy the Grubbis property. Trustee Sims stated because

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this was just a modification of two lots it did not require a replat of the subdivision. The Trustees signed the lot split.

ZI Harris stated he has also been in contact with Pilot Travel Center and they want to install a 2,000 gallon above ground storage tank for diesel exhaust fluid. Pilot would then have to come in before the Township for a site plan review. Trustee Sims asked ZI Harris to contact Interim Fire Chief Carson and the Fire Inspector Lloyd to see if they have any issues with the storage tank.

### Old Business

Alternate member to Zoning Commission

Chair Likley asked Fiscal Officer Evans for the open zoning board member applications. Chair Likley stated the alternate zoning commission member position needed to be filled. He added that Mr. Oiler who sat on the BZA, and Ms. Sturdevant who sat on the Zoning Commission were both running for Trustee and therefore one or both of those positions would need to be filled as well. Trustee Sims stated that there was also the possibility of the Zoning Inspector position being vacant as Mr. Harris was running for Trustee as well. Chair Likley asked if the Board would like to re-advertise for board members? There were two applicants that the Board had not interviewed for zoning board positions. Trustee Sims suggested setting up a special meeting to for the Township Newsletter Articles and to interview and appoint an alternate to the Zoning Commission. The Board tentatively set September 14, 2009 at 4:00 p.m. for a special meeting to be held for the purpose of Township Newsletter Articles and zoning board applications. Trustee Sims stated she would contact the applicants and see if they were still interested in participating on a zoning board.

Web site provider-Admin. Ass't Ferencz stated she has been in contact with Mr. Krolikowski the web master and now has the ability to update the meeting dates on the website. She added that per her conversation with Mr. Krolikowski in order to make the site interactive, it would cost the Township between \$600-\$900. Admin. Ass't Ferencz continued that it is up to the Board which way they would like to go but Mr. Krolikowski stated from a financial standpoint it may still be advantageous to have him do the posting of the minutes etc. because programming would have to be written in order to make the site accessible and that would be at a cost to the Township.

Trustee Sims stated she was not comfortable with this situation. She added at first the cost was supposed to be \$30.00 a month for the website and now it has been one additional cost after another. Trustee Sims continued that the Township does not have a contract with Mr. Krolikowski, and the whole idea was to do the website in-house.

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Chair Likley stated when the Trustees were first looking to change webmasters, we were looking at purchasing software and providing Admin. Ass't Ferencz with the training to then be able to upload and post the information to the website. He added that regarding the additional expense of the services, that was probably due to the backlog of Trustee meeting minutes that needed to be posted on the website.

Trustee Sims again reiterated it was the intention of the Board to have the website updated in-house. The Board discussed purchasing the necessary software and providing the training for Kim Ferencz. She stated her opinion was not to move forward with the cost for making the website interactive. She added that the Board was off course in having the website maintained in-house and needed to get back on track and not create another unnecessary expense. Chair Likley agreed and stated the Township would remain status quo with the service being provided by Mr. Krolkowski but would not be making any future investment with him at this time regarding the website.

### Mound Agreement with Buckroder

Mr. Evans stated he has not had the opportunity to contact Mr. Buckroder about the mound.

### MISC.

Trustee Sims stated that a mount needed to be purchased to hang the debibulator machine at the Townhall. She asked Mr. Evans to order the mount.

### New Business

#### Deerfield Drive Surface

Trustee Kratzer stated he did go down to view the road since the last Trustees meeting, and there was some minor cracking here and there but nothing that chip and seal would not take care of. Chair Likley stated he too inspected the road, and there was some spidering and some shim work that could be done that he spoke with Mr. Evans about it. Chair Likley commented presently, the road looks to be sound. Trustee Kratzer agreed and added that this was a private road, but when the developer sold all the lots he did not want to take care of the road anymore and gave the road to the County, which in turn gave the road to the Township for maintenance.

Mr. Evans stated when shim work was done on Deerfield Dr. previously there were issues with the neighbors about the dust if the road was to be chip and sealed.



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### Newsletter Articles, Deadline

Chair Likley stated a special meeting has been tentatively set for September 14, 2009 @ 4:00 p.m. for the purpose of the Township newsletter, but asked that articles from the various zoning boards and Township departments be prepared ahead of time so that the process can move forward in a timely manner. Trustee Sims stated she would contact the chairs of the zoning boards and any other political entities or divisions that have prepared articles previously for the Newsletter and let them know to submit an article to be published for the Township Newsletter.

Trustee Sims stated CSX is slated to complete a preliminary assessment to replace the bridge on Mudlake Rd. The goal is for them to double stack trailers, and if that is the case Mudlake bridge is too low. Mr. Evans stated he spoke with Mr. Thorne at the OTA steak fry and he said there were several bridges that needed to be addressed, however, the County moving forward was iffy, as they do not want to take responsibility of the bridges after CSX replaces them.

Trustee Sims stated Mr. Augustine who lives on Mudlake Rd. has made several complaints about the railroad been affected by the railroad rattling his home. She added she spoke with County Commissioner Geissman on this issue and Mr. Augustine has been encouraged to contact CSX claims department. Trustee Sims stated if there was anything that could be done for Mr. Augustine during the potential re-engineering of Mudlake Rd. hopefully it could be completed at that time.

### Announcements

- Comp Plan Meeting -August 27, 2009 @ 7:00 p.m.
- Fire Committee Meeting- August 30, 2009 @ 7:00 p.m.
- Trustees Public Hearing for Zoning Amendments-Sept. 3, 2009 @ 6:30 p.m.
- Trustee Regular Meeting-September 3, 2009 @ 7:00 p.m.
- County Engineer's Meeting-September 10, 2009

### Motion to Adjourn

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

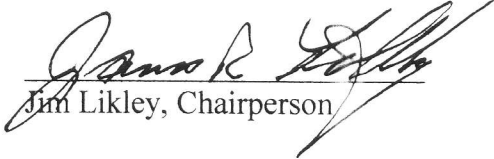
**ROLL CALL-Kratzer-yes, Sims-yes, Likley-yes. Motion carried.**



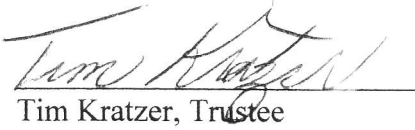
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The meeting was officially adjourned at 9:38 p.m.

Respectfully Submitted, Kim Ferencz, Administrative Assistant

  
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Jim Likley, Chairperson

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Carolyn Sims, Trustee

  
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Tim Kratzer, Trustee