

**WESTFIELD TOWNSHIP TRUSTEES**

**Regular Meeting**

**August 2, 2010**

**7:00 pm**

Trustee Oiler opened this regular meeting at 7:02 by asking those in attendance to please stand and Pledge the Allegiance to the Flag.

Trustee present: James Likley; Ronald Oiler; Gary Harris

GUESTS WELCOMED

Representatives from the Village of Westfield & Mayor of Gloria Glens present.

Introduction of the New Fire Chief for Westfield Fire & Rescue, Richard M. Fletcher:

Richard is from Mason, Oh and very excited to be here. Rich grew up in a little town of Norwood, Oh near Cincinnati. He retired from fire service in Mason, Oh near Dayton in 2007. He stills works part-time in Mason, Oh.

Trustee Likley: Rich was 1 of 13 candidates that sent resumes`. We advertised state wide and on the internet to try to fill this position. We wanted to insure whoever was brought in as fire chief for this department had the qualifications, experience, and knowledge to do the job. We gave the opportunity to the members to participate in the process. Rich was one of the applicants that went through the 4 hour assessment by the Ohio Fire Chief's Association. We are pleased to offer Rich the job. The officers within the department have stepped up to fill the interim chief's position since our former fire chief resigned. Special thanks to Mark Williams has truly brought the department together and will be handing over a sound department to Chief Fletcher. We can all be proud of our members and officers in the commitment that they have had over the last year and half. This board welcomes you and looks forward to your service as Fire Chief to Westfield Fire & Recue.

Trustee Harris: I would also like to welcome you aboard and thank all the people that were involved in the process in choosing a chief. I know it was a lengthy process and a lot of time was put into it.

Trustee Likley: Rich will be going to the fire station this evening as they are having EMS training this evening but all the fire fighters were contacted to meet the new chief.

FISCAL OFFICER

- Bills \$101,755.31; the largest bill was for the roads that were chipped and sealed in the amount of \$87,259.80.

**Trustee Likley moved to pay the bills, seconded by Trustee Oiler.**

**Roll call: Harris, aye; Oiler, aye; Likley, aye**

- Fund Status: Checking \$321,043.20                      Investment        \$536,862.88
- Fire Levy has been filed with the Board of Elections
- No correspondence

- We do have a copy of the lighting plan. Trustee Oiler will contact Bill Thorne tomorrow concerning the lighting at 176.

#### MINUTES

July 7, 2010

**Trustee Oiler made a motion to approve July 7, 2010 minutes as presented, seconded by Trustee Likley.**

**Roll call: Likley, aye; Oiler, aye; Harris abstained due to his absence at that meeting.**

July 19, 2010

Trustee Oiler had the following corrections: page 6 line 12 They had a site plan done *at...* line 16 add a comma after the word variance... 5<sup>th</sup> line from bottom first word should be *off...*

**Trustee Likley made a motion to approve the July 19, 2010 minutes as amended, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye.**

#### CEMETERY-PARK

- Trustee Likley reporting: He has received 3 estimates to remove trees, brush, grade, seed, fertilize, straw the back hillside at the cemetery. The estimates are:

Baratko Excavating \$4,600 (seed)

Majestic Excavating \$5,220 (seed)

Ag Design \$7,800 (large rolls of sod)

The best time to proceed with this will be latter part of September or the first part of October.

The decision to award a bid was tabled until the next regular trustees meeting so the trustees can have ample time to compare prices.

- Attention was brought before the board that the price for foundations for headstones at the cemetery is based per square inch and that price is no longer viable. In order to not get locked in again, the price should be identified as applicable. I will review that language and bring it before the board for that correction.

#### FIRE DEPARTMENT

- Trustee Oiler reporting: Month of June 21 calls; July 1-15 had 15 calls
- New fire truck is in service
- Heather reporting as to the corrections for the bills: The fire committee approved the bills without Dan Lloyd's bill (\$857.50) but it still shows on the statement. Rick Robbs was going to contact Dan. EMP was a credit. \$1,924.36 is the revised amount of the bills.

**Trustee Oiler made a motion to pay the amended fire department bills of \$1,924.36, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye.**

- We did receive credit back for the (3) C pap machines. The company does not give cash credit so you will see squad supplies bills from this company go dramatically down.
- You are getting a fire report and showing you amount that is billable, which I found to be incorrect. I went through the report and there are so many rules as to who gets billed and who doesn't, it gets very confusing. I will prepare a report to show you what is billable so that it is correct based on

what actually has been billed. I will go back and do that before the new fire chief starts so when we turn it over to him, he will have an updated list and know exactly who can be billed and who can't.

- Fiscal Officer presented an updated total fire department budget, which includes all 6 months expenses.
- Trustee Oiler: Revised Job Description for the Fire Chief was amended by to say Westfield Township as employer etc. Trustee Likley: When this job description was initially presented, the Village of Westfield Center was going to be the employer and the revisions are in line with Westfield Township being the employer. A copy of the revised job description is available in the fiscal officer's office.

**Trustee Likley made a motion to adopt the amended Job Description for the Fire Chief, seconded by Trustee Harris. Roll call: Oiler, aye; Harris, aye; Likley, aye.**

### ROADS

- Trustee Oiler reporting:
- Lee has been cleaning ditches, mowing, and culverts. Today is replacing a culvert west of the railroad tracks at the railroad museum on Buffham Road. The road is eroding and this must be done to keep the road in place.
- Lee has heard from the grant writers. He was told they are pursuing at least 2 grants for the solar school warning signs. He also talked to the grant writer to see if we could get a grant to asphalt Buffham Road.
- An estimate to have the stripping done on the newly chipped and sealed roads was \$2,705.

**Trustee Oiler made a motion to approve \$2,705 for stripping of the roads as listed on the quote, seconded by Trustee Harris. Roll call: Harris, aye; Oiler, aye; Likley, aye.**

- Tractor had a leaky valve on left front tire and was repaired this afternoon.

### ZONING

Matt Witmer reporting from his written report which is on file in the fiscal officer's office

- Seville Rd. is still pending, but owner is making good progress
- Hulbert Rd. property – a contractor is salvaging material from the damaged house and hopefully it will be down in the near future
- Official complaint off Ash & Clayton-junk cars; buildings in bad disrepair.
- 2<sup>nd</sup> drive being put in at 6500 Buffham Rd.
- Gas well being drilled on the Methodist Church property.
- Letter sent to North Coast Soccer and received a response
- July 20<sup>th</sup>. Matt is trying to contact Mike Sweeny by phone with no response yet.
- Mudlake Rd. a building being erected without permit. Owner still hasn't contacted Matt. Bldg. Dept. called to put a stop work order on until a permit is issued either Ag or regular permit.
- 1 lot split was received and approved.
- Zoning Text Amendment was received, pending review of the Planning Commission.

- Complaints about the mowing at Westfield Terrace.

Heather Sturdevant reporting:

- ❖ Zoning Commission approved the Digital Message Sign Language at their July 27, 2010 meeting.
- ❖ Discussed Comprehensive Plan and plan to vote at our next meeting Aug. 10, 2010 @ 7:30 pm
- ❖ Received information from the Planning Department concerning the Text Amendment that Matt has received. They will be reviewing that at their next meeting Aug. 4, 2010 and give the township recommendation. They stated they would like to be very involved with the township in the process. The Zoning Commission will look at the recommendations at their September meeting. The planning dept. would like to have a meeting with Heather and one trustee before it gets discussed at the Zoning Commission level. Heather has not heard of such a request and does not know how appropriate that request is. The planning service stated their reason for this involvement is because their involvement with Chippewa Lake. Trustee Oiler stated that is not uncommon for them to do that.  
Heather will set up a meeting after she finds out Trustee Harris' schedule.
- ❖ Matt is waiting for conformation from an ODOT representative to be present at the next Zoning Commission meeting to give information on digital message signs in the highway right of way.

Jeff Lentz 6500 Buffham Rd. came before the board to plead his case for allowing a 2<sup>nd</sup> driveway on his property. He also stated he was given faulty information at the county level concerning this driveway and wanted to try to prevent this from happening again. He owns 2 lots and will be attaching the two to make one lot under one parcel number. Jeff asked for permission to continue constructing the 2<sup>nd</sup> drive until a variance could be heard. Jeff stated regardless of the outcome of the variance, if two drives were permitted the drive would already be finished; if the 2<sup>nd</sup> drive was not permitted he would then close the one. The Board of Trustees agreed with Matt the zoning inspector that Jeff should stop work on the drive, apply for the variance and wait for the BZA decision.

The Public Hearing for the Digital Message Signs will be scheduled for August 16, 2010 @ 6:30 pm prior to the trustees' next regular meeting.

Terry Bower from Morningstar Farm Ministries 9241 Friendsville Road that has a religious organization 501.C.3 at that location is requesting in lieu of paying the \$150 sign permit fee that his organization would adopt a road for 2 years to pick up debris along the road. There is also a tent on the premises for church services and there is not a conditional use for that purpose on that piece of property, which the owner denies but others have stated there are church services there. Trustee Likley suggested the issue be tabled until we get more information. Trustee Harris suggested that he get the 501.C.3 and attend one of our trustee meetings for discussion and find out what his intent is for the property, schedule of events etc. Trustee Oiler will contact Terry Bower.

Bill Hutson asked if the trustees made a motion to hire the fire chief. Trustees answered, yes at the last meeting.

Property & Liability Insurance

**Trustee Oiler made a motion to continue with OTRMA as the township’s property and liability insurance in the amount of \$4,707 per year, seconded by Trustee Harris.**

Discussion: Trustee Likley stated that Ohio Plan had a competitive price but OTRMA has come back with a more competitive price. Pricing is not always a factor but OTRMA has given the township sound service in the past and I think it’s a good decision to continue with OTRMA’s service. Jim Zuccaro from Summit Insurance (OTRMA’s local representative) stated he had been here a couple of years ago and again would like to again state that he will make himself available if there are questions or a need arises.

**Roll call: Harris, aye; Likley, aye; Oiler, aye.**

NEW BUSINESS

Trustee Likley brought to the attention of the board that he had received a letter from Mike McCain a couple of month’s ago asking for clarification of the name CAMEL CREEK OR CAMPBELL CREEK.

- History on our web site and history that he referenced calls that creek CAMPBELL CREEK. Trustee Likley has done some research with the county engineers and reviewed some interesting maps and some ledgers that were prepared at the time.
  1. 1891 – CAMPBELL CREEK
  2. 1897 - CAMPBELL CREEK
  3. 1924 – CAMEL CREEK
- The process to change the name is not just changing the sign. It must go through the county commissioners, possibly the state, and most definitely USGS Services in order for them to update these maps. Trustee Likley stated it is a lengthy process which he is willing to pursue to see if it was an error due to the somewhat similarity in sound or if it was officially change. Trustee Likley did not think it will have a cost, but if it does he will bring it back to the board. We tried to locate if there were any Campbell’s that owned property along the creek. In the listing of property owners along the creek, there isn’t a Campbell or Camel in the bunch.

**Trustee Oiler made a motion to hire Richard M. Fletcher as Fire Chief as an employee of Westfield Township Trustees effective August 16, 2010, Trustee Likley seconded the motion.**

**Roll call: Oiler, aye; Likley, aye; Harris, aye.**

Trustee Oiler thanked all his colleagues and Heather for the assistance they gave in the fire chief selection process. There was a lot of hours and effort put forth and I learned a lot during this process and I believe we worked well as a team.

ANNOUNCEMENTS

August 10, 2010	7:30 pm	Zoning Commission Regular meeting
August 16, 2010	6:30 pm	Trustees Public Hearing on Digital Message Signs amendment to

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Westfield Township Trustees  
Regular Meeting  
August 2, 2010

August 16, 2010      7:00 pm      The Zoning Code  
Trustees Regular meeting

**Trustee Harris made a motion to go into executive session at 8:35 pm for the purpose of employee discipline, seconded by Trustee Oiler.**

**Roll call: Likley, aye; Oiler, aye; Harris, aye.**

**Trustee Likley made a motion to come out of executive session at 8:50 pm, seconded by Trustee Oiler.**

**Roll call: Harris, aye; Oiler, aye; Likley, aye.**

As a result of executive session **Trustee Harris made a motion to send the letter of reprimand to John Miller, seconded by Trustee Likley.**

Discussion: Trustee Likley stated it was a unanimous decision at a previous meeting to prepare a letter of reprimand for Mr. Miller. That letter has been prepared and reviewed by legal council and amended. The minor additions to that letter will be that Gary will sign the letter as Westfield Township liaison to zoning for that purpose. One word instead of impute should be *input* needs to be corrected.

**Roll call: Oiler, aye; Harris, aye; Likley, aye.**

A discussion: Township will have the fire chief as an employee (August 16, 2010) as well as the other fire personnel (at the beginning of the 4<sup>th</sup> quarter Oct. 1, 2010). Fiscal Officer stated that she and Sue Ewers had communicated today that before she can relinquish those employees and the township take over, the Board of Trustees and Village Council must have a contract stating such. The mayor wants the one fire fund taken over by the township at the time of employee transfer. Rick Robbs had said the chief's salary & benefits would be 50/50 until the levy passes. Bottom line for the two (2) fiscal officers is A CONTRACT MUST BE SIGNED BEFORE ALL THIS TAKES PLACE.

Martha stated that she asked the auditor if she could carryover the township fire levy into the fire district. As it stands now, no but all township fire department expenses could be paid out of the township fire levy fund until it has been depleted.

**Trustee Oiler made a motion to adjourn at 9:06 pm, seconded by Trustee Harris. Unanimous**

Approved 8-16-10