

WESTFIELD TOWNSHIP TRUSTEES
Special AFLAC Insurance Presentation 6:30pm
Regular Meeting
June 20, 2011
7:00 pm

Trustee Oiler opened the meeting at 6:30 pm.

Trustees present: James Likley, Ronald Oiler, Gary Harris.

Joe Mangano and his assistant gave a presentation of their various insurance plans. The employees of Westfield Township were notified of the meeting. No employees showed any interest in attending therefore the trustees agreed to have Joe create a brochure to put into each pay check at the end of the month. This meeting was closed at 6:55 pm.

Trustee Oiler opened the regular meeting at 7:00 pm by asking those in attendance to stand and Pledge Allegiance to the Flag.

GUESTS WELCOMED

FIRE DEPARTMENT – Chief Fletcher reporting. (A report is attached)

- ❖ 30 runs for the month of June thus far
- ❖ Department has toured the new elementary building in 3 different stages. Project manager wants to work very close with the department to label the alarms that all can understand where an emergency location is located such as south wing, 2nd floor, art room instead of 1,2,3.
- ❖ Safety City at the Lodi Elementary will be June 29th. It will be a vehicle display for us at that time.
- ❖ The department will have the annual pump test performed hopefully next week.
- ❖ Squad 167-1 had some issues with the battery charging unit which will require replacing the unit at approximately \$250 which should be completed later this week. This is the youngest truck that we want to keep.
- ❖ The air conditioning in the front part of the building was repaired. Two (2) new thermostats were installed.
- ❖ I have working on a project to come up with a plan or option for Lodi runs. We have had 47 runs to date to Lodi and about 70% is automatic mutual aid runs. You can look at it and I'm not sure what they want to do. My concern is residents that are calling are waiting 6 minutes before we get notified and then they are waiting another 6-8 minutes before we get to their house. Trustee Oiler will bring this issue up to the Fire Advisory Board Thursday.
- ❖ Trustee Likley mentioned while in a meeting with Emergency Management there could possibly be some grant money available for warning sirens. The township had a study done a few years back of locations within the township. There is one at the fire station that also covers a portion of the township as well as one in Guilford and Lafayette. Cost \$16,000-\$18,000. Trustee Likley asked if the chief would research what is available.

- ❖ MVA billing. Trustee Likley had a problem with the structural fires being in this resolution as all residents pay taxes for the fire levy and then their insurance company be billed for fire department response to a structural fire. The chief explained that would be only if there was a vehicle involved such as running into a structure causing a fire or if there would be such a thing as arson and giving a billing option would be left up to the fire department. Trustee Likley also suggested in the first WHEREAS it should be Homeland Security regulations. Trustee Oiler asked the chief to give some clarification to Martha so the resolution could possibly be passed at the next meeting.
- ❖ Trustee Likley asked the chief to communicate with the Canaan Township Fire Chief concerning the fire coverage north of Creston in Westfield Township. Creston Village Council has a concern about the fire coverage in this area. Mr. & Mrs. Drake (Westfield Township residents) do not want Canaan Township to service them. The housing development and park has been annexed to the Village of Creston but it is detached.

CEMETERY/PARK

Trustee Likley reporting: There is contact information on the township web site if anyone is interested in purchasing a CD or book that Mike McCann has created for the cemeteries in Westfield Township. Lee has graded new cemetery lots, removed the silt fence at the site of re-grading of the hillside, and removed the debris along the parking lot that was left during the installation of the flag pole. The cemetery has been maintained very well.

ROADS

Lee Evans reporting:

- Mudlake Road CSX Bridge has been put to the back and will probably not happen until next year. Ruhlin will be starting on the one out at Pawnee and Rivers Corners first because they can work through the winter if they want. Mudlake Bridge must be open during the winter.
- We were denied our request for a grant to put up the solar safety warning school signs on Buffham Road. I have a current estimate (which is the same as it was in February) in the amount of \$4,889.65 for 2 LED blinking solar signs that includes all necessary equipment such as CD to program the time, which the county will do when they program the 2 on Friendsville Road. We do not have time to chase another grant as the school may open in January 2012 and I cannot be putting up signs in the winter. After the trustees held a discussion **Trustee Oiler made a motion to approve the purchase of the 2 signs and necessary equipment in the amount of \$4,889.65 from Tapco, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye.**
- Kennard Road needs to be done and I am staying under the \$15,000 per mile so it can be classified as maintenance but I will check with the county first. I am trying to wait so that I can see what will happen. The culverts will be separate.
- Buffham Road RR crossing – Received a letter from PUCO stating it is a 90/10 split. Township pays 90 and we will pay 10 of \$225,000. Trustee Oiler took all the information to Pat Geissman

and she wrote a letter to PUCO and Pat states that PUCO told her they will pay our 90% and it will take them a couple of extra months because they have extra paper work this year versus any other year because of the Federal government. Possibly in August we will know for sure if they will pay our 90%. Crumbly is there getting the trees down and spraying the weeds. We have done what was required of us.

- Buffham Road curve- This project is on hold at the county level because of two emergency projects but it should happen yet this year.
- We have some cracks in some of our asphalted roads. Crack sealing is very expensive. The cheapest way is to chip and seal and it should last another 4-5 years. Next year the asphalted roads will probably get chipped and sealed.
- Transmission lines are leaking up around the radiator. The parts are ordered.
- The new truck is being put together. I have not been down to set the controls etc.

ZONING

Heather reporting:

- ✓ Clean Energy Site Plan Review will be next Tuesday, June 28, 2011 @ 7:30 pm. At our meeting last week June 14th Clean Energy made a presentation of why they are coming here. We asked them a lot of questions about safety. They provided us with the recommended permitting guide also provided to the trustees and fire chief. When they first came to us they wanted a 50 foot vertical storage tank that does not meet our height restriction, they have now changed it to a 50 foot horizontal tank but after reading some of the safety issues a vertical tank seems to have fewer problems than the horizontal tank. They still have to have a relief stack that it won't affect any buildings, public, and property lines in the area. Determination by Bill Thorne: because the gasoline filling station is already there and a definition of gasoline filling station includes any type of fuel therefore, this would be under the current conditional use and it would be approved by the zoning commission. We will verify this one more time before we meet with them next Tuesday to make sure we are doing this the right way. The Fire Chief has put out information to other fire chiefs across the country to try to find out people who have dealt with this before. He has received a reply from someone who talked about the venting. We are to look out for the safety of the people but this is the way the country is going to try to relieve the petroleum usage. Some states across the country are coming out with regulations a certain percentage of vehicles are now going to be required to run on this liquefied natural gas or compressed natural gas.
- ✓ The swimming pool language has been submitted to the prosecutor and planning service for their review.
- ✓ Also next week June 28th there will be a site plan review for a D.E.F. tank at pilot
- ✓ Planning services training was cancelled but hoping to re-schedule in the fall. The next training for planning services will be September.

- ✓ July 12th next regular zoning commission meeting will be a discussion on windmill energy, internet cafes, and outdoor wood burners.

Trustee Harris reporting: Matt has been in contact with North Coast Soccer and they have an application here. Matt is waiting for more copies of their site plan.

Trustee Oiler mentioned the policy in our employee handbook for training for the zoning boards. There are currently 8 of those members that have not attended any training this year. There is one member that is scheduled for 8 hours training in Canton at this time. That leaves 7 people that have not gotten their 2 hours of training between now and the end of the year. Last Thursday Planning Services had a workshop and three zoning members attended: Heather, Ron, Kathleen LeMar, and Kelly Courie.

FISCAL OFFICER

- ❖ Bills in the amount of \$7,178.85 were presented. **Trustee Oiler made a motion to pay the bills, seconded by Trustee Harris. Roll call: Oiler, aye; Harris, aye; Likley, aye.**
- ❖ Fund Status report: Investment \$516,696.26 Checking \$314,487.70. The EMS billings have been coming in steady. We are now over \$7,000 in the amount of collections that we anticipated for the year. Of course some of these are 2010 bills that are now coming in. We are seeing the billing being more current with the EMS charting software. The bills are getting to Life Force much quicker, thanks to the efficiency of the chief and the software. Fiscal Officer suggested that if the collections come in the same for the last half of the year we may be able to afford to increase the fire department budget and setting some aside for capital expenditures. Fiscal officer also reported that without the 2nd quarter activities (or 2nd qtr. payroll for runs) we are at about 50% of our budget but the first part of the year we have once a year expenses such as Insurance, dispatch fees, and software in the amount of \$24,281. The chief is doing an excellent job of staying within the budget and is always looking for grants to help with expenses.
- ❖ **RESOLUTION 2011-15 DECLARING IT NECESSARY TO LEVY A TAX IN EXCESS OF THE 10 MILL LIMITATION** This enables the township to place this levy on the November 8, 2011 ballot for approval of 2.5 mills to operate and maintain the South Central Fire District (which is the unincorporated area of Westfield Township) to provide the township's share to operate the Westfield Fire and Rescue per the contract with Westfield Center Village. The estimated revenue for 2.5 mills will yield \$170,300. Trustee Likley: this is the 3rd or 4th time that we have pursued this levy. The 2.5 mills give us the opportunity to cover our expenses and to set aside funds for capital expenditures. We must realize that this is just a cost of doing business. This isn't a matter of want; it is a matter of need for the department. There is equipment that needs to be replaced. We have extended the replacement schedule for equipment. Fire apparatus is 20-25-30 years and the EMS squads 10-15 years. We are trying to push that equipment to full life. This gives us additional money to be able to set money aside for those purchases when needed. Trustees Oiler and Harris agreed. **Trustee Oiler made a motion to submit Resolution 2011-15 to the Board of Elections for 2.5 mills levy for the purpose to operate and maintain the township share of the fire department for the benefit of South Central Fire District**

(unincorporated area of Westfield Township) on the ballot November 8, 2011, seconded by Trustee Harris. Roll call: Harris, aye; Likley, aye; Oiler, aye.

❖ Correspondence:

- Upper Chippewa Creek Balanced Growth minutes
- American Tower (owner of the cell tower on township property) wants to remain on township property long-term. They have designed a special lease buy-out program. Trustee Likley stated it warrants sitting down with these people and communicating with them as we have had several offers to buy out our lease and we have chosen not to. We do not know what American Tower's intention is. The communication should be to listen to their offer and possibly communicate our desire to keep the lease agreement as it stands. We should figure out what the remaining lease would be and start there. Trustee Likley will communicate with American Tower and set up a meeting for the 2nd meeting in August.
- UAN (Uniform Accounting Network) Fiscal officer had asked the Auditor of State for the hardware and software for the South Central Fire District. They have 16 left and will be releasing those to new users in August. I have the contract here to be signed. The cost is based on budget which would be in the area of \$51 per month. After much discussion **Trustee Oiler made a motion to allow the fiscal officer to contract with Auditor or State for UAN hardware and software for the South Central Fire District at \$51/month, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye.**
- Proposed 2012 budget. There are no increases this year and in some cases there are decreases. The only fund that has a deficit is the fire levy. We just cannot operate the fire department without more cuts or we get the increase for the fire district. This budget must be in the auditor's office by July 20, 2011 at 4:00 pm. I will answer any questions between now and then. Fiscal officer explained that the village's share for the reimbursement for the fire chief and volunteers wages is why there seems to more in the revenue status report.
- The resolution concerning the MVA billing was discussed-no action

MINUTES

June 6, 2011 Trustee Oiler had one correction, Trustee Likley: page 6 add to the hall rental policy: "It has been past practice of previous boards to waive rental fees for employees of Westfield Township". **Trustee Harris made a motion to approve the June 6, 2011 minutes as amended, seconded by Trustee Likley. Roll call: Oiler, aye; Harris, aye; Likley, aye.**

OLD BUSINESS:

± POLICIES:

1. Credit Card Policy-after much discussion on the dollar limit to place on each card holder and card per month without prior board approval; **Trustee Likley made a motion to place \$500 per card per month for the fiscal officer, Martha Evans; \$200 per card, per card holder, per month for all other employees, seconded by Trustee Oiler. Roll call: Harris, aye; Oiler, aye; Likley, aye.**
2. Hall Rental Policy-Trustee Likley mentioned there was concern that the deposit fee for #17 should be the same as any other group \$100. All agreed that would be fair and fiscally responsible. Trustee Likley also mentioned another area in #17 was the potential of over use for this purpose. There was a discussion to limit the usage. This was the agreed language as suggested by Trustee Oiler “ Rental shall be based on availability and is limited to 4 times per year for the same non-profit organization.” Fiscal officer will revise the policies and will be adopted by Resolution at the next meeting.

NEW BUSINESS

Trustee Harris reported that a resident and businessman of the township was involved in a serious accident on I71. His name is Adam Maynard owner operator of Chippewa Tree Service. He will be undergoing a long rehabilitation. Trustee Harris asked if fiscal officer would get a card and have as many as we can sign it.

Trustee Likley has communicated twice by e-mail and once by phone to Assistant Prosecutor, Tom Karris. Trustee Oiler has also tried to reach him. Trustee Likley believes it warrants a follow up as to his response in writing from our last executive session. Trustee Oiler will continue to try to call the office and I will try to call Sherrie.

Fiscal Officer mentioned it was pointed out at the June 6th meeting that the Fire Committee meeting minutes on the web site was not in order. Last week I hired Heather and she had Don remove all the Fire Committee minutes and put them back on in an orderly fashion and it is up to date. Trustee Likley asked what hourly rate the fiscal officer’s assistant was. Fiscal officer answered \$10/hour because she is creating some of the e-mails that go to Life Force and working on other fire related projects. She also has the 2009 and 2010 organized in files. I am not going to charge fire department because at this time it is solely my duty and I cannot get paid anymore for that job.

Trustee Harris brought up Brian Seeley’s e-mail concerning sewage back up. The fiscal officer’s office took care of that. It was in the last house on the north side in the Village of Westfield Center.

ANNOUNCEMENTS:

Fire Advisory Board	Bi-monthly regular meeting	June 23, 2011	7 pm
Zoning Commission	Site Plan for Pilot & Clean Air	June 28, 2011	7:30 pm

Trustees	Regular Meeting	July 5, 2011	7 pm
Zoning Commission	Regular Meeting	July 12, 2011	7:30 pm

PUBLIC COMMENT – There wasn't any comments

If there is not anything else to come before this board **Trustee Harris made a motion to adjourn the meeting at 9:04 pm, seconded by Trustee Oiler. Unanimous**

Approved July 5, 2011