

Westfield Township Board of Trustees

April 20, 2015
Regular Meeting

Trustee Likley calls the meeting to order at 7:00 PM. Roll call: Schmidt- aye, Likley- aye, Thombs- aye.

Comments from the floor- Matt Witmer asked the fiscal officer when regular office hours were: Tuesday and Thursday from 10-12:00 and 5-6 PM on Trustee meeting nights. Witmer also asked about the money paid to Attorney Schrader for legal services during 2014 to present. The fiscal officer will provide him with that information. Mr. Witmer also requested job descriptions for the following positions: Zoning Secretary, Zoning Inspector, Administrative Assistant and Road Supervisor (currently changed to Maintenance Supervisor). The fiscal officer will also provide Mr. Witmer with these documents via email.

Fiscal Officer's Report

- Payments in the amount of \$14,493.32. *Discussion: Digital Technology Solutions, LLC was for new router and getting printers and computers efficiently working.*

Thombs makes a motion to approve the bills in the amount of \$14,493.32 as submitted; seconded by Likley. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

- Cash Summary by Fund in the amount of \$533,328.26.
- Correspondence- Valley View Spraying for mosquito spraying in the Clayton Road area. The amount will be \$50.00 per application (once a week) and to start when the temperature gets warmer until the temperature drops at night in the fall.

Thombs makes a motion to approve the spraying application at a cost of \$50.00 per application in the Clayton area; seconded by Schmidt. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

- Sustainable Medina County- Petition for submission of proposed county charter. Trustees will discuss at the next trustees' meeting.
- Schmidt asked about electronically signing checks to pay invoices and bills. Assistant Prosecutor Thorne commented that this practice is now acceptable but some controls should be put in place. Thorne also said that the township should establish some procedures. The trustees will need a resolution and they will address this process at the next meeting.

Road Report

- ERS Sign Tracker should be here by the end of the week. Documentation of signs and stickers will take time. A web cast is provided by ERS to answer any questions the townships may have.
- Moving concrete- West end of Buffham. Excavator is handy and road grindings will be placed under the dumpsters when they are delivered.

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- Seville may want a place to bring more concrete- saving thousands of dollars for getting concrete to us.
- Issues with west end of Kennard Road (approximately 175 feet) will need to be ripped out, stone put down, coat with asphalt then chip and seal. Approximately \$27,000.00 for rebuild of road and Evans will get estimates to township by next meeting (Friendsville Road to the township line.)
- Striping proposal will be done through the county to save township money.
- Road bids in the amount of \$48,485.85 will be opened on May 18th at 7:30 PM with the County Engineer's Office. County will post in paper and so should township. Date of completion is September 1st. (Kennard- West of Friendsville and Kennard- Friendsville to Westfield Road.)

Thombs makes a motion to post road bids for Kennard Road (West of Friendsville Road) and Kennard Road (Friendsville to Westfield Road); seconded by Likley. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

- Invoice to Lafayette- waiting for payment of shared Sign Tracker. Evans will check into this for the fiscal officer.
- Likley also asked about the rework on Kennard by H & H (asphalt plant is not open yet and the wrong style of grate provided by county specifications). Work will be done soon. No cost to the township.
- ODOT bridge project- Seville Road, West of North Leroy (60 days of detours). Evans will contact ODOT about bridge detour.
- Headwall on Stuckey will cost approximately \$7,000.
- Evans owes Lafayette 18 hours of work.
- Thombs would like to take another look at road appropriations to make sure enough money has been budgeted. Approximately 45% of supply budget has been spent on salt.
- Thombs would like road records to be kept on computer and a laptop may be needed for sign tracker.

Likley makes a motion to go into Executive Session with Assistant Prosecutor Thorne for discussion on siren contracts; purchase of real property/potential property and pending litigation; seconded by Thombs. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Likley makes a motion to come out of executive session at 8:25 PM; seconded by Schmidt. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Likley makes a motion to reject the two Emergency Siren bids the township has received for noncompliance; seconded by Schmidt. Discussion: Bids did not follow proposed guidelines. Likley will contact participants and have them correct their bid packages. Thorne said all or one company could be contacted. Thombs would like Chris Johnson of Sentury Sirens to be contacted since they have the product requested in their bid. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

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Discussion: Completion date is September 30th. Thorne can meet on Thursday or Friday (April 30th or May 1st) of next week to discuss new bids.

Resolution for no response- Thorne has not heard from Chatham regarding their participation to Lodi Resolution. Thorne will contact Chatham and discuss how other townships are on board. Lafayette has approved their resolution and Likley will contact Town and Country. Likley has completed the cover letter and there are some minor changes after Thorne reviewed. Thorne will leave a copy with his changes for the trustees.

Personnel Policy- Thorne will provide final copy with corrections. Likley will make recommended changes addressing training and pay compensation for zoning boards. Likley will have these corrections ready for the board at the next meeting.

WFRD-May 21, 2015 Chiefs and elected officials will meet to discuss COG and All Hazards Team. Thorne has received 5 out of 19 signatures for Mutual Aid Agreement (of original version). Westfield Township Trustees passed a resolution last June for Mutual Aid Agreement. Prosecutor's Office will provide all townships with county wide agreement. Last agreement was 1985.

Attorney Al Schrader- possible Executive Session on May 4th. Possibly 60-90 days out for oral arguments. Thorne will contact Schrader and see if Executive Session is needed.

Minutes to be approved

Likley makes a motion to approve the April 6, 2015 meeting minutes as amended; seconded by Schmidt. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Zoning Report

- Recommendations to Highway Commercial will be going to Planning Services for review.
- New Zoning Maps (electronic format) are updated by Planning Services and ready to be copied and distributed to ZC and BZA.
- Township Association discussed lot splits and how they must meet Health Department standards. Thorne states that there is 'a system to fit every lot'. This issue will be clarified by the Health Department at next association meeting.

Old Business

- Solid Waste Plan- April 24, 2015 will meet and vote on final plan and then ratified to all participating entities.
- Solar Panel Installation- not economically feasible at this time for the township.
- ADT Monitoring System- Schmidt will contact ADT this week and is looking at cheaper options.
- Township Personnel Policy Presentation- Trustees would like to have a joint session (WFRD and township) if the township policy is finalized by May 11th. Presentation will be with Kelly Austin (insurance representative) and Bill Thorne at 7:00 PM at the Township Complex. All employees

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are strongly encouraged to participate and all employees must sign the agreement. Likley will contact Chief about meeting place switched to Township Complex. Porter will contact zoning boards about their participation.

New Business

- ✓ Health Insurance One Source will present options on May 4th at regular meeting.

Announcements

April 22, 2015- ZC regular meeting @ 7:00 PM

May 4, 2015- Trustee regular meeting @ 7:00 PM

May 11, 2015- WFRD and Township Personnel Policy Presentation @ 7:00 PM

Likley makes a motion to adjourn at 9:10 PM; seconded by Schmidt. Roll call: Schmidt- aye, Likley- aye, Thombs- aye.

Respectfully submitted by

Cheryl Porter, Zoning Secretary

Date approved: May 4, 2015



Trustee James Likley, Chair



Trustee William Thombs



Trustee Michael Schmidt

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