

Westfield Township Board of Trustees

Regular Meeting
December 4, 2017

Trustee Schmidt called the regular meeting to order at 7:00 PM. Roll call: Likley – aye, Thombs – aye, Schmidt – aye.

Comments from the floor

- Erica Graffein, Medina County Auditor Office attended the meeting and stated the following:
 - Real Estate Tax bills will be sent in January, 2018 with payment due in February.
 - 2 crews are out verifying new construction for tax purposes. A reminder that the crew member will have a badge and vehicles are identified as well. Crew member should not need to enter the house.
 - Dog Licenses are available for sale between 12-1-2017 and 1-31-2018. Penalties will be assessed after 1-31-2018. A life time license is available for \$100 but is not transferrable.
 - The Top Dog Essay contest is under way for Medina County 4th Grade students.

Minutes to be approved

- *Likley makes a motion to accept the November 20, 2017 Public Hearing meeting minutes as corrected; seconded by Schmidt. Roll call: Thombs – aye, Likley – aye, Schmidt – aye. The motion passes.*
- *Likley makes a motion to accept the November 20, 2017 regular meeting minutes as corrected; seconded by Thombs. Roll call: Schmidt – aye, Likley – aye, Thombs – aye.*

Road Report

- Signs need to be installed on Westfield Landing, Westfield Valley, South on Daniels and Stuckey Roads.
 - An extension was received from the State of Ohio. The deadline is February, 2019.
 - Old signs are not recyclable. It may take a Board action to allow the recycle center to accept the old signs. Any reusable signs will be retained.
- Truck chassis purchase
 - Trustee Likley inquired at the feasibility to purchase a single axle truck Kenworth
 - Roads Supervisor Evans stated he looked at this type of truck but it was cramped.
 - There are issues with pedals rotting out.
 - Likley stated that a single axle truck costs \$50,000 less than the current quote, the County uses single axle trucks and he would like to see a quote for one.
 - Evans expressed that a single axle is not feasible because of the size and also that his is the only staff person.

Thombs makes a motion to accept the Mack Truck proposal from R & R Truck Sales in the amount of \$117,385.00 as presented; seconded by Schmidt. Roll call: Thombs – aye, Likley – nay, Schmidt – aye. The motion passes.

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- Bed Purchase
 - The quote from American Road & Machinery totaled \$72,700.00 including \$4,000.00 for the plow.
 - American Road & Machinery is part of the State of Ohio bid process.
 - Henderson Equipment quoted \$83,980.00, however they are not part of the bid process.
 - A Purchase Order will be approved in 2018 since the Chassis will take 8-10 weeks for delivery.

Thombs makes a motion to accept the American Road & Machinery proposal in the amount of \$72,700.00 as presented; seconded by Schmidt. Roll call: Likley -aye, Schmidt – aye, Thombs - aye. The motion passes.

- The City of Cleveland lowered the weight limit on a bridge near Cargill putting deliveries behind approximately 6 weeks. The Township won't be impacted by this delay as there is currently enough in storage.
- Cemetery mowing is complete. Next year's bid will limit the mows to 28 with a not to exceed of 30.

Cemetery

- N/A

Zoning Report Carolyn Sims

- 2 new house permits were issued to Ryan Homes at Westfield Terrace. ZI Sims will make contact to confirm these will be the model homes.
- Landscaping and fencing has gone in to Westfield Terrace. Approved recorded plat was received from Ryan Homes.
- Andre Goe was issued a permit for his garage addition. The BZA granted the 5' variance request at 7867 Buffham Road.
- Deer Pass Owner Mark Taylor requested a lot split for property bordered by Greenwich and Seville Roads. Deer Pass is approximately 129 acres and the request would split off 20 acres. The new lot would not have frontage access however ORC allows the split, provided this will not be an additional buildable lot. Trustees signed the lot split as presented.
- Training for the BZA & Zoning Commission will be on December 7, 2017 at 6:00 PM. The topic will be "How to Run a Meeting or Public Hearing"
- The Zoning Commission will begin reviewing 606.29 Plan Developments per the Comprehensive Plan Schedule of priorities, beginning January, 2018.
- The BZA has no pending business.
- Draft by-laws have not been received from Asst. Prosecutor Mike Lyons.
- The Kratzer Use Variance Public Hearing in January, 2018 has been postponed due to Attorney Hunts (Kratzer's attorney). Rescheduled dates have not been determined; they are tentatively for February or March, 2018. ZI Sims has not spoken with Chairman Moore regarding any further communications.

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Fire Station Report

- A meeting on December 13, 2017 at 7:30 AM at the Westfield Center Village Hall to discuss the plan of action for the Safety Services Building after the second failed bond levy.

Old Business

- Solid Waste – The November 30th meeting MCSW was cancelled. No reschedule date at the time of this meeting. Trustee Likley stated that source separated recyclables can be taken to the facility of the individual hauler, however all waste must go the Medina County Facility with Flow Control still in place.
- Hall Rentals
 - N/A
- Trustee Thombs inquired if there was interest to financially support Air/Well monitoring for residents as a result of the Nexus Compressor Station. Trustee Likley stated he could not support this financial request. The matter should be pushed at the local level with the EPA.

New Business

N/A

Announcements

- December 13, 2017- Safety Services Building Action Plan 7:30 AM – Westfield Center Village Hall
- December 18, 2017 – Greenwich Road Text Amendment Public Hearing – 6:00 PM
- December 18, 2017 – WFRD Regular Meeting 7:00 PM
- December 18, 2017 – Regular Meeting 7:30 PM – Personnel Evaluations Target Date
- December 30, 2017 – Special & General Business – 9:00 AM – Year End Financial

Fiscal Officer's Report

Likley makes a motion to pay the bills in the amount of \$10,418.56 as submitted; seconded by Schmidt. Roll call: Schmidt – aye, Thombs – aye, Likley – aye. The motion passes.

- Treasurer of State – \$1063.00 - \$612.00 UAN 1st Quarter and \$451.00 Audit Fees.
- GVS Safety Supplies - \$1,059.49 – Fire Cabinet for flammable liquids.
- Custom Composition - \$459.00 – Website Maintenance.

Supplemental Appropriations

- Per Resolution 2017- 32: \$1000.00 to 1000-910-344-000 Cemetery from 1000-110-312-000 \$500, 1000-110-323-1181 \$391, 1000-110-342-000 \$100, 1000-110-344-000 \$9
- Per Resolution 2017-28 \$1000 to Cemetery

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- Per Resolution 2017-30 \$1000 to Zoning

Reallocation of Appropriations

- \$100.00 to 1000-120-341-000 Telephone from 1000-120-359-0601 Cable
- \$450.00 to 1000-110-313-000 UAN Fee from 1000-110-315-000 Election Expenses

Schmidt makes a motion to sign the Medina County Engineers resolution allowing the County to sell to Township and Villages; seconded by Likley. Roll call: Thombs – aye, Likley – aye, Schmidt – aye. The motion passes.

Likley makes a motion to accept resolution 2017-32 to transfer \$1000.00 from General Fund to Cemetery; seconded by Thombs. Roll call: Schmidt – aye, Thombs – aye, Likley – aye. The motion passes.

- The glass installer company provided a quote for thermal pain glass in the back door in the amount of \$196.00. This would replace the laminated safety glass they had previously installed. The installer a decision is on hold will be made in the Spring and will be contacted at that time. Trustee Likley will get a quote for a windowless insulated steel door that would reuse the current hardware. Trustee Schmidt will get an estimate for the glass only.
- Resolution 2017-31 from the November 20, 2017 needs to be fully executed.

Fund Status - \$305,169.24 Checking, \$197,125.68 CD.

The following reports are given to the Trustees for their review:

- Appropriation Report
- Fund Status
- Payment Register – all payments from the day after the last meeting
- Cash Summary by Fund
- Revenue Status

Thombs makes a motion to accept resolution 2017-33 to transfer \$5000.00 from General Fund to Zoning per ORC 5704.14 – 5704-16; seconded by Schmidt. Roll call: Schmidt – aye, Likley – aye, Thombs – aye. The motion passes.

Thombs makes a motion to accept resolution 2017-35 to transfer \$2,600.00 from General Fund to Cemetery per ORC 5704.14 – 5704-16; seconded by Schmidt. Roll call: Thombs – aye, Schmidt – aye, Likley – aye. The motion passes.

There were several corrections to between Fund line items per the Auditor. The report is included with the minutes for Public Review. There is a recommendation to move funds from the CD to the Checking account so the General Fund does not run in a deficit. There will be a penalty bank fee for moving the funds from the CD early.

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Thombs makes a motion to move \$97,125.68 from the CD to the checking account based on the Audit corrections; seconded by Schmidt. Roll call: Likley -aye, Thombs – aye, Schmidt – aye. The motion passes.

Thombs makes a motion to accept the Auditor's change request of transferring the Stuckey Road account line 2902 and creating a new account line 4401; seconded by Schmidt. Roll call: Likley -aye, Schmidt – aye, Thombs – aye. The motion passes.

- A discussion regarding cost savings and revenue increases was begun as the 2018 Budget need to be finalized.

Correspondence

- Trustees were asked to sign correspondence sent to them by the Fiscal Officer allowing her to file refund requests on their behalf for Payroll withholdings.
- A letter was received from the Auditor of State amending and increasing the cost of the audit an additional \$1,681.00 due to unanticipated audit procedures.

Thombs makes a motion to adjourn at 9:05 PM; seconded by Likley. All said aye.

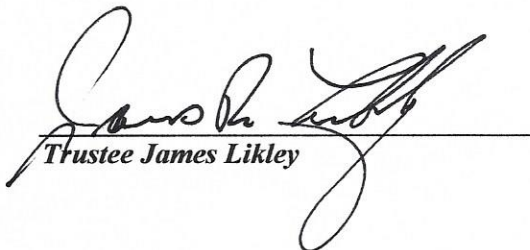
Respectfully submitted by:

Michelle English

Date approved: Dec 18, 2017



Trustee Michael Schmidt, Chair



Trustee James Likley

ABSTAIN

Trustee William Thombs