

Westfield Board of Trustees

Special Meeting

March 24, 2020

Trustee Schmidt called the meeting to order at 4:35 PM. Roll call: Patterson-aye, Schmidt-aye, Horner-absent.

Permanent Appropriations

- The salary of Amy Banfield, trustee secretary, is under trustee staff line item.
- Repairs & Maintenance of complex will be increased in the appropriations from prior year. RS Evans would like to have some potholes repaired in front of the TWP garage.
- Natural Gas well is close to running dry per RS Evans. Provisions are being made, should that be the case, to tie in to Columbia gas. RS Evans is in discussion with other stakeholders of the natural gas well.
- May need to pull from Operating Supplies if the need arises for additional grease purchase.
- Road & Services agreement will increase by \$20,000. This increase is to accommodate some paving projects that need to be done.
- FO Kurtz states there was an influx of gas tax monies coming in. The salaries line item is being increased in the event that additional and/or emergency road help may be needed.
- Contracted services are appropriated \$25,000. This is a significant increase from what was actually spent in 2019. FO Kurtz would like to leave this amount as is to prevent pulling monies from contingency.
- The amended certificate from the Medina County Auditor's office is for \$2,153,851.87. This amount includes carry-over from 2019 plus what the auditor predicts that TWP will receive in gas tax monies for 2020.

Trustee Horner makes a motion to approve the permanent appropriations for Westfield Township at \$2,153,857.87; Seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

Fiscal Officer's Report

- Copy of resolution given to the board of trustees to sign.
- FO Kurtz is filling the vacancy of the newly elected term of FO effective 4-1-20.
- Oath of Office was performed by Trustee Horner for appointing FO Kurtz to WFRD. Oath of Office was performed by Trustee Schmidt for appointing FO Kurtz to Westfield Township. Kurtz was appointed to WFRD and Westfield Township board of Trustees concurrently.

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- Payment Listing (see attached)- Totals \$190.04. 1st Ayd Corporation invoice for \$12.50 was determined to be shipping costs for items ordered by RS Evans.

Schmidt makes a motion to pay the bills in the amount of \$190.04 as submitted; seconded by Horner.

Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

- TWP CD is maturing on April 12th, 2020. A promotional offer is a 13-month CD at a rate of 0.75%. Options were discussed. The monies will be moved to a money market liquid savings account.
- Clarification was received from the Medina County Prosecutor's office to the FO in regard to distributing keys to trustees. Distributing keys to trustees increases liability to the TWP and the trustees themselves. FO Kurtz would like to have a safe deposit box at Westfield Bank at a cost of \$35.00 per year. The safe deposit box will hold a backup for UAN as well as a key to the FO secured information located in her office. Trustees agreed.
- FO Kurtz has been using her personal data to perform the duties of her job at her home during the quarantine period. She is requesting the TWP to purchase a Verizon router that will be added to our current Verizon contract(RS Evans cell phone). The router will cost \$39.99/month and FO

Kurtz has agreed to pay the monthly lease amount. The TWP will pay the monthly service fee.

Trustee Schmidt makes a motion to approve the FO to purchase a router through Verizon in the amount of \$39.99 per month for 6 months time; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

Correspondence

- Trustee Horner received a letter in regards to participation in the tentative village Memorial Day parade. A copy was distributed to Chief Fletcher as well.

Trustee Schmidt makes a motion to adjourn at 5:32 PM; seconded by Horner. All said aye. Meeting adjourned.

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Respectfully submitted by:

Amy M. Banfield

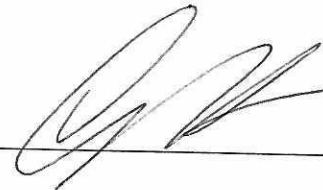
Date approved: 4-22-20



Trustee Michael Schmidt, Chair



Trustee Kent Patterson



Trustee Craig Horner

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