

Westfield Township Board of Trustees

Special Meeting
August 3rd, 2020

Trustee Schmidt commenced the Trustee meeting via Zoom on August 3rd, 2020 at 7:17pm. Roll call: Patterson- here, Horner- here, Schmidt- here.

Guests- Carol Rumburg.

Comments from the floor

- N/A

Minutes to be approved

- *July 20th, 2020- Trustee Schmidt makes a motion to approve the minutes as presented; seconded by Horner. Roll call: Patterson- aye, Horner-aye, Schmidt-aye. Motion passes.*

Roads Report

- RS Lee Evans in attendance.
- OPWC (Culvert #17) project is underway and moving along well. Footers and pipes are installed at this time.

Cemetery

- RS Evans and Trustee Schmidt are pleased with the contracted mowing thus far.

Zoning

- ZI Sims not in attendance.
- Trustee Patterson stated that ZI Sims has been in communication with Tony Benedetto, the interested developer for Deer Pass Golf Course.

Old Business

- Solid Waste District- Trustee Patterson encourages residents to log on to the county solid waste district's website, www.recyclemedinacounty.com for details regarding pricing and other pertinent updates. The plan update is available for residents to view on the website.
- Spectrum Internet upgrade at the township building- the internet is working at this time. Trustee Schmidt stated that he received an email notification from Spectrum informing him that the issue appears to be resolved.
- FO Kurtz is in receipt of the scanner for remote deposit.

New Business

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- Welfare Benefit Plan Compliance- After a recent audit, Burnham and Flower Insurance noted that Westfield Township employees may benefit from a premium only plan (POP) which is pre-tax deduction, thus increases take home pay.
 - FO Kurtz would like the trustees to consider looking into different insurance options for the township to offer its employees to ensure that the township employees are receiving the best possible option.

- An anonymous concerned citizen requested public records be sent to them via email. FO Kurtz will reach out to Jerry Innes for guidance on how to move forward with the request since the requester did not divulge their name or address. The board of trustees will utilize ZI Sims in the capacity of an assistant to help with compiling the requested information once approved by Jerry Innes.

- OTARMA Anniversary- Annual fees are due.

- Risk Management review was done by Becky Aimes and her recommendations are as follows:
 1. Sexual harassment policies should be updated to use the term “anti-harrassment.”
 2. Indemnification for contractors of the township.
 3. Public complaints should be documented when and how they were handled/closed out within the minutes.
 4. Pre-trip inspections should be performed.
 5. Road sign inspection should be done monthly. All signs should be intact and in the proper location.
 6. Township business done in a personal vehicle will require proof of auto insurance. FO Kurtz will email all township, WFRD, zoning and BZA employees to request this.
 7. All training and certifications of township employees should be documented in the minutes. Copies of training and certifications will be kept in employee’s personnel files as appropriate.

- Township resident ,Cathy Prince, reported that there were some dead trees on her mailbox at her residence on Buffham Road. RS Evans has removed the trees and cleared the area.

- CARES grant- Ohio Grants Partnership notified FO Kurtz that she needs to register for the grant money that was received back in June (for pandemic related purchases). However, FO Kurtz is not permitted to be the authorized representative since she is the fiscal officer. Therefore, Trustee Schmidt will assume the title of authorized representative for the System Award Management (SAM) effective immediately. The Medina county auditor also informed FO Kurtz our certificate will need to be amended.

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-Mike Lyons compiled the 'Resolution to Authorize the Filing of a Government Opioid Claimant Proof of Claim Against Purdue Pharma, L.P., and Other Related Debtors in Chapter 11 Bankruptcy Case No. 19-23649 (RDD).' The resolution is # 2020-06.

Trustee Schmidt makes a motion to adopt the resolution against Purdue Pharma, LP- Case No. 19-23649 at 8:05pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.

-No signatures are needed by the Board of Trustees on the resolution stated above.

-RS Evans stated that the mister is in for the township hall. The mister was purchased to assist with disinfecting the building.

- A previous township employee is in possession of keys belonging to the township. Trustee Schmidt will reach out to him to get the keys returned.

Announcements

- WFRD and TWP Trustee Special Meeting August 17th, 2020 at 6:30pm.

Fiscal Officer Report

- FO Kurtz in attendance.

- Appropriation Status (See Attached)

- Fund Status (See Attached)

Secondary Checking- \$104,747.15 (now a *money market*)

Primary Checking- \$905,477.72

Total Fund status- \$1,010,224.87

-Cash Summary by Fund (See Attached)

-Receipt Detail for July (See Attached)

- FO Kurtz noted that we received \$2,290.34 from lodging tax.

- Payment Listing- totals \$28,918.16 (See Attached)

-Trustee Schmidt questioned the payment to World Truck Towing. FO Kurtz stated that is the tow bill for the Dodge from April. World Towing did not invoice the township correctly in April.

-Trustee Schmidt questioned the Time Warner Internet payment. The township had a past due balance that was paid in the amount of \$119.00. Trustee Schmidt does not agree that we should pay for service that we did not have for the past two (2) months. Trustee Schmidt will reach out to Time Warner to see if the last two (2) months service can be credited to our account.

Trustee Schmidt makes a motion to pay the bills totaling \$28,918.16; seconded by Horner. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.

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- Appropriation Supplemental (See Attached)

-FO Kurtz stated that there was an increase in our property insurance premium. The purchase of an additional router and a large repair bill for the Dodge required supplemental appropriations.

Trustee Schmidt makes a motion to adjourn at 8:27 pm; seconded by Horner. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Meeting adjourned.

Respectfully submitted by:

Amy M. Banfield

Date approved: 8/17/20

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Trustee Michael Schmidt, Chair



Trustee Kent Patterson

Trustee Craig Horner