

Westfield Township Board of Trustees

Special Meeting
October 5th, 2020

Trustee Schmidt commenced the Trustee meeting via Zoom on October 5th, 2020 at 7:16pm. Roll call: Patterson- here, Horner- here, Schmidt- here. Meeting commenced.

Guests- Carol Rumburg, Tom Wagner

Comments from the floor

- N/A

Minutes to be approved

- July 22nd, 2020- Special Meeting with Tony DiBenedetto (potential developer)- *Trustee Schmidt makes a motion to approve the minutes as presented; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.*
- September 21st, 2020- *Trustee Schmidt makes a motion to approve the minutes as amended to state that 'the broken telephone poles are property of Frontier'; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.*

Roads Report

- RS Evans in attendance.
- Webinar on Audit of CARES Act funds was forwarded to the board of Trustees for them to review.
- Enclosure on Daniels Rd. will be worked on this week.
- Cloverleaf Schools is in receipt of a 55-gallon drum of disinfectant that was donated by the Township. They can use the liquid disinfectant in their misters to assist in faster disinfecting of the schools.
- RS Evans is in contact with the company that will assist the Township with getting the signage software updated and functioning.
- Additional 3-foot clearance bike signs will be available from October 1-December 31, 2020. RS Evans would like to post them on township roads as deemed appropriate by Beth Schnabel.
- Frontier telephone poles continue to need repairs. One pole was repaired, but there are still other poles needing repair. Frontier stated that they would fix the remainder of the broken poles in a timely manner. RS Evans reached out to PUCO. They need two (2) weeks to investigate the problem with Frontier not fixing/repairing the broken telephone poles.

Cemetery

- One burial last week and another cremation/burial is scheduled for October 13th at 2:00pm.

Zoning

Westfield Township Board of Trustees

- ZI Sims in attendance.
- Sims discussed Audio-Visual technology upgrade options that were proposed by Mr. Wagner (See Attached). The township hall needs to have the capability to hold zoning-oriented meetings while maintaining social distancing. Mr. Wagner suggests having a large main computer (laptop) that will be used to host the meetings. A large television will need to be purchased and it will be placed on a television cart to make it mobile. Certain members of the zoning committee and BZA will have individual tablets available for use. ZI Sims would like Mr. Wagner to be considered as a consultant to help educate the staff on how to use the new equipment as well as troubleshooting problems that may occur. The recommendation from Sims is that CARES Act funds could be used to purchase the new equipment.
- A second development proposal was received for the Kratzer property.
- A special meeting with the Lever Group to discuss the old truck stop parcel is scheduled for Tuesday October 6th at 3:30pm. Mr. Lever has hired a consultant since his last discussion with ZI Sims. Trustee Schmidt would like to have Mike Lyons, or a representative from the county Prosecutor's office, in attendance as well. Sims will reach out to the Prosecutor's office to see if they are available for the meeting. Sims termed the meeting as a "pre-application inquiry."
- ZI Sims has released five (5) zoning certificates since the last meeting. Two (2) pending applications, one of which is Cloverleaf Schools.
- Cloverleaf schools is proposing two (2) digital signs for the elementary school. They would like a digital sign at the Buffham road entrance in addition to the sign on Friendsville Road. The board of Trustees feel that the motion from the previous trustee meeting will cover the proposal for two signs from Superintendent Kubilus.

Old Business

- Solid Waste District- Trustee Patterson spoke to the Solid Waste district coordinator, Beth. The traffic pattern is going to change in the winter months to help declutter Lake Road traffic. Beth would like to come to the next meeting to discuss the Solid Waste District's plan.
- Certificate of Estimated Resources- nothing needs done with the actual certificate. FO Kurtz asked the trustees to review it.
- Indemnification Documentation- FO Kurtz is still waiting for Heidi from the county Prosecutor's office to return her call.

New Business

- Lafayette contract for Reciprocal Services- Resolution # 2020-08.

Trustee Schmidt make a motion to approve Resolution # 2020-08, Contract for Reciprocal Assistance in Maintenance Services Between Lafayette and Westfield Township, Medina County, Ohio; seconded by Horner. Roll Call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.

- OTARMA Board of Directors- Trustees are not interested at this time.
- HRA Plan Renewal- They will review the plan in June of 2021.

Westfield Township Board of Trustees

Trustee Schmidt makes a motion to approve the HRA/TPA plan; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.

- Adoption Agreement for the POP insurance plan through Burnham & Flower will need to be signed by FO Kurtz.

Trustee Schmidt makes a motion to approve Resolution #2020-09, Sharing Coronavirus Relief Funds (CRF) by Subgranting to Other Jurisdictions to Further Expand or Address the Expenses and Needs of the Community Due to the Impact of COVID-19; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.

Trustee Schmidt makes a motion to approve the Coronavirus Relief Subgrant agreement between Westfield Township and Westfield Fire and Rescue District as approved during the Fire District meeting; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.

Trustee Schmidt makes a motion to approve the resolution assessing the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.

- George's Tree Service- Trustee Schmidt has suggested that George or RS Evans take a picture with their cell phone before the work is done and after the work is done. This will help to justify the bill when it is received.
- Trustee Horner would like to take a course that will count toward his required continuing education. The course will be on the Sunshine Law. The course is being offered through Leadership Medina County.
- Public Healthcare Initiative- they work with government agencies to offer insurance to their employees. They would like to offer the Township a free healthcare proposal for insurance options. The trustees are in agreement with this.

Fiscal Officer Report

- FO Kurtz in attendance.

-Appropriation Status (See Attached)

- Fund Status (See Attached)

Secondary Checking- \$104,760.32 (*money market*)

Primary Checking- \$878,261.23

Total Fund status- \$983,021.55

Westfield Township Board of Trustees

- Total Adjusting factor- Homestead roll-back from the state of Ohio in the amount of \$19,085.19.
- Payment Listing- totals \$37,968.63 (See Attached)
 - Trustee Schmidt questioned the payment to Environmental Enhancements. This was for the canceled hall rental.
 - Trustee Schmidt questioned the payment to Albright Welding. This was for a cart to secure the welding gas per OTARMA's recommendations.

Trustee Schmidt makes a motion to pay the bills totaling \$37,968.63; seconded by Patterson. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.

- Cash Summary by Fund (See Attached)
- Revenue Status (See Attached)
- Receipt Listing (See Attached)
- Appropriation Supplemental (See Attached)
 - Moved \$15,552.18 (Resolution #2020-05) for CARES Act funds approved by Medina County Auditor. Also, funds were moved from contingency to cover the water bill. The Dodge needed a steering column replaced and funds were moved from Mower to Dodge to cover the repair.
- Zoning Receipts (See Attached)

Resident Concern-N/A

Correspondence

- Charles E. Harris and Associates- They are a private firm that offers audits for townships. They charge between \$400-\$750 for the audit.

Announcements

- Stakeholders meeting Tuesday October 6th at 3:30pm via in-person and Zoom (possible board of Trustees Executive Session after this meeting adjourns).
- TWP Trustee Special Meeting Monday October 19th, 2020 at 7:00pm via Zoom.

Westfield Township Board of Trustees

Trustee Schmidt makes motion to adjourn at 9:06pm; seconded by Patterson. Roll call: Patterson- aye, Horner-aye, Schmidt-aye. Meeting adjourned.

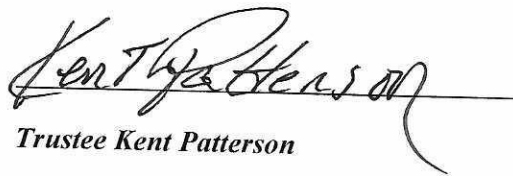
Respectfully submitted by:

Amy M. Banfield

Date approved: 10/19/20

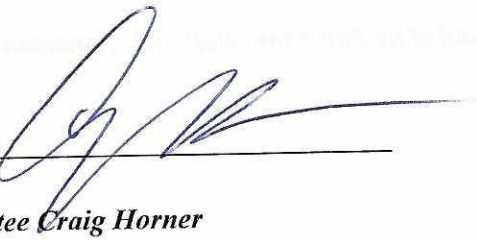


Trustee Michael Schmidt, Chair



Trustee Kent Patterson

Westfield Township Board of Trustees



Trustee Craig Horner



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