

# Westfield Township Board of Trustees

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Special Meeting  
November 16th, 2020

*Trustee Schmidt commenced the Trustee meeting via Zoom on November 16th, 2020 at 7:18pm. Roll call: Patterson- here, Horner- here, Schmidt- here. Meeting commenced.*

Guests- Carol Rumburg, Terri Grimm

## Comments from the floor

- Ms. Rumburg asked the board of Trustees if the Zoning Commission could meet virtually via Zoom. The ZC Chair, Mr. Doty, suggested that the meeting be canceled altogether for the month of November because one member is currently under quarantine. Trustee Schmidt suggests a hybrid style meeting for the ZC. Trustee Patterson will reach out to Mr. Doty to notify of the meeting update.

## Minutes to be approved

- June 4th, 2020- Special Meeting- *Trustee Schmidt motions to approve the minutes as amended with grammatical errors corrected on pages 1, 7, 17, 20, 21 and 26; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.*
- October 23rd- Special Meeting- *Trustee Schmidt motions to approve the minutes as amended to include 'Resolution # 2020-05'; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.*
- October 15th- Special Meeting- *Trustee Schmidt motions to approve the minutes as presented; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.*
- October 19th- Trustee Special Meeting- *Trustee Schmidt motions to approve the minutes as amended to state 'the zoning commission lost a valuable member in Rory O'Neil'; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.*
- October 20th- Special Meeting- *Trustee Schmidt motions to approve the minutes as presented; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.*

## Roads Report

- RS Evans in attendance.
- Many trees down throughout the township after the recent wind storm.
- The MAC is still getting repaired. RS Evans checked in with the salesman and service personnel to find out why the repairs are taking so long.
- Trustee Patterson asked if there is any part-time help available during the winter time to assist RS Evans. RS Evans would like to hire a part-time (or as needed) person to assist him with TWP duties. Also, the board of Trustees would like to have someone available that is trained/mentored to take RS Evans place in the upcoming years.

## Cemetery

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- N/A

## Zoning

- ZI Sims not in attendance.
- BZA-** Draft area variance application received from GPD Group representing AT&T proposed cell tower. Atty Innes reviewed and determined application is incomplete as submitted. GPD was notified. Mr. Bower, landowner, would also need to pursue a Conditional Use Site Plan Amendment to allow and include the cell tower at the property known as Morning Star Farm Ministries.
- Draft partial area variance for Greenwich Road non-conforming lot received.
- Draft Northern Ohio Railroad Museum (NORM)- proposed expansion conditional use and related site plan review. Mike Lyons was notified of the proposal.
- ZC-** Regular business meeting scheduled for Wednesday, November 18th at 6:30pm. Working on proposed PUD text amendment final draft.
- Equestrian ShowPlex Zoning Inquiry- Kratzer Farm update. Shawn Manvell requested a time extension to provide more detailed information to the township and legal counsel Jerry Innes to review and determine what proportions of her proposed uses of interest may be considered Agri-Tourism or perhaps Agricultural exempt.
- 8686 Lake Road - Old Truck Wash/Stop update. Jason Lavor Group proposed industrial use zoning and text map amendment. Trustee special meeting held on November 10th at 3:30pm. Jason Lavor Group hired a zoning consultant. Mr. Lavor is finalizing a lease with a proposed industrial user. Lavor talked with the property owner at the corner of Lake and Greenwich Roads. Property owners are agreeable to being included in the proposed text map amendment. Informal pre-application conference to ensue.
- Deer Pass update- current property owner not in compliance with the zoning commission's last preliminary approved site plan; including but not limited to the construction of shed structure prior to the issuance of an approved zoning certificate and Medina County Building department inspection of approval. Potential developer Tony DeBenedetto has not contacted ZI Sims since the last Trustee meeting with the County Sanitary Engineer, commissioner and County official held on October 20th. County sewer will not be extended to the parcel.
- Zoning-** Comp Plan annual meeting- proposed dates of December 3rd or December 9th- TBD.
- Zoning books returned from Rory O'Neil and Kevin Daughtery.

## Old Business

- IT Upgrade- Trustee Patterson, Carol Rumburg, Terri Grimm and Tom Wagner met last week to review the IT upgrade. Most items have been received except the laptops. In order to configure the tablets, a gmail account and a phone number need to be programmed. It was decided to use a cell phone that is owned by the TWP to program the tablets. Personal Property loan agreements will be distributed after said document is reviewed by Attorney Innes.
- CARES Act funds- FO Kurtz is sending \$1,745.29 back to the treasurer's office.

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- Healthcare options- Formfire was completed by all employees prior to October 15th. Frank Harmon will work on getting the official quote.
- Spectrum- no updates.

## New Business

- The office of Attorney Alfred Schrader sent an invoice for payment for dates of service December 2019 through May 2020. It is the recollection of the board of Trustees that Atty. Schrader's services were not used after February 2020. The Trustees will review the invoice in more detail and discuss at the next meeting.
- Employee contracts 2021- The board will meet in Executive Session to discuss restructuring of employee compensation for the upcoming year. The zoning secretary is requesting payment for minutes that she prepared (five months prior) for the board of Trustees. The Trustees will review the zoning secretaries request in further detail.
- Trustee Horner attended and was certified from a required Ethics course. He is requesting to attend an additional training/certification on Budgets to be held virtually in December.

## Fiscal Officer Report

- FO Kurtz in attendance.

- Fund Status (See Attached)

Secondary Checking- \$104,764.61 (*money market*)

Primary Checking- \$873,079.25

Total Fund status- \$977,843.86

-Total other adjusting factor: \$0.11.

- Payment Listing- totals \$117,888.79 (See Attached)

- Trustee Horner questioned the two (2) payments to Dunn-Right cleaning. They were for two different services and for two different entities.
- Trustee Schmidt questioned the payment to Ohio Plan Healthcare Consortium. This is for RS Evan's healthcare.
- Trustee Schmidt questioned the payment to Mitchell Communications, INC. This was for the pagers that were purchased with CARES Act funds.
- Trustee Schmidt questioned if George's Tree Service has been taking before and after pictures of their work in order to justify their invoices for payment. George's had recently taken seven (7) trees down on Buffham Rd. They took before pictures but no after pictures.
- Trustee Schmidt questioned the payment to Medina County Solid Waste District. FO Kurtz is unsure what this payment was for as their invoice

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did not specify. Trustee Schmidt suggested that Township Hall trash can be placed in the dumpster at the WFRD.

***Trustee Schmidt makes a motion to pay the bills totaling \$117,888.79; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***

-Appropriation Supplemental (See Attached)

-Monies were moved for office supplies and for donation to the Medina County SPCA.

- Temporary budget appropriations will need approval at the next meeting.

## Correspondence/Resident Complaint

- The TWP received an email complaint that was forwarded to the board of Trustees for review. FO Kurtz did speak with the resident, Greg DePew, who resides on Daniels Road. Mr. Depew questioned the contract (Resolution # 2020-08) that Westfield TWP has with Lafayette TWP for sharing use of equipment. Mr. Depew was going to join the meeting to discuss his concerns, however, he did not. Depew also reported his concern regarding some potholes on Mud Lake Road that he feels have not been addressed appropriately or within a timely fashion.

## Announcements

- Trustee Special Meeting December 7th, 2020 at 7:00pm via Zoom.

***Trustee Schmidt makes a motion to adjourn at 8:42pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Meeting adjourned.***

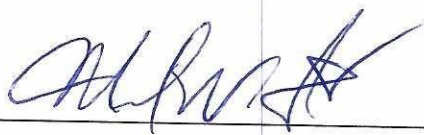
***Respectfully submitted by:***

***Amy M. Banfield***

***Date approved: \_\_\_\_\_***

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*Trustee Michael Schmidt, Chair*



*Trustee Kent Patterson*



*Trustee Craig Horner*