

# Westfield Township Board of Trustees

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Organizational/Special Meeting

January 4th, 2021

Guests- Carol Rumburg, Terri Grimm, Emily Winnicki (student)

*FO Kurtz commenced the Organizational Trustee meeting via Zoom on January 4th, 2021 at 7:22 pm. Roll call: Patterson- here, Horner- here, Schmidt- here. Meeting commenced.*

*Trustee Schmidt motions to nominate Craig Horner as Chairman; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Horner accepts the nomination.*

*Trustee Horner motions to nominate Kent Patterson as Vice-Chairman; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Patterson accepts the nomination.*

*Trustee Horner motions to nominate Kent Patterson as Committee Liaison for year 2021 of Cemetery/Roads; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Patterson accepts the nomination.*

*Trustee Schmidt motions to nominate Craig Horner as Committee Liaison for year 202 of Zoning; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Horner accepts the nomination.*

*Trustee Horner motions to commence Executive Session (E.S.) at 7:24pm to discuss salaried employees; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. E.S. commenced.*

*Trustee Horner motions to exit Executive Session (E.S.) at 8:07pm with no action being taken; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

## Minutes to be approved

- December 21st, 2020- Trustee Special Meeting- *Trustee Horner motions to approve the minutes as presented; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

*Trustee Horner motions to maintain Resolution 2014-17 (the Open Sunshine Law) and Resolution 2014-18 (the Open Records and Mission Statement); seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

*Trustee Horner motions to accept Resolution 2021-01 the Advance of Real Estate Taxes for Collection in 2021; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

*Trustee Horner motions to accept Resolution 2021-02 Authorizing the Township Road Department to Proceed in Certain Instances by Force Account in the Reconstruction, Improvement, Maintenance and Repairs of Roads and Culverts; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

# Westfield Township Board of Trustees

---

*Trustee Horner motions to accept Resolution 2021-03 the Board of Trustees will be Paid an Annual Salary not to Exceed the Maximum Amount as set forth in ORC 505.24. The Annual Salary will be Paid in Equal Monthly Installments from the General Fund; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

## Employee Appointment and Wage

Road Supervisor- Currently Lee Evans- Current rate is \$24.50 per hour. Review at the next meeting (retroactive to first of the year).

Temporary Road Employee (currently \$11.44/hour) NEW RATE (if any)- No change.

Emergency Road Employee (currently \$16.00/hour) NEW RATE (if any)- \$18.00.

*Trustee Horner motions to increase the Emergency Road Employee hourly rate to \$18.00; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

Trustee Secretary - Currently Amy Banfield- currently \$30.00 per meeting hour (plus) \$30 to set up for meeting.

*Trustee Horner motions to accept the same hourly rate of \$30.00 and to increase to \$50 to set up for meeting; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

Assistant to the Trustees - Currently Carolyn Sims- currently \$14.00 per hour.

*Trustee Horner motions to keep current rate of \$14.00 per hour; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

Assistant to the Fiscal Officer - none at current- currently \$17.50 per hour (29 hours or less per week).

*Trustee Honer motions to keep current rate of \$17.50 per hour; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

Zoning Secretary - Currently Cheryl Porter- current salary \$475.00 per month.

*Trustee Honer motions to change zoning secretary pay rate to \$18.00 per hour (changed from salary to hourly) and includes minute preparation, phone calls, bookkeeping and meeting attendance; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

Zoning Inspector- Currently Carolyn Sims- currently salary is \$500.00 per month (mileage and postage). Tabled at this time.

## Zoning Boards

*Trustee Honer motions to keep current rate of \$30.00 per meeting; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

# Westfield Township Board of Trustees

---

*Trustee Honer motions to appoint Jack Frantz as Alternate to ZC for a 1 year term; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

*Trustee Honer motions to appoint Terri Grimm to the zoning board filling Rory O'Neill's vacated position until 2024; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

*Trustee Honer motions to appoint Jim Stacy to Board of Zoning Appeals for a 5 year term; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

## Travel Expenses

(IRS \$0.56 per mile) All expenses for workshops, conferences, etc. will be paid by the individual wanting to attend. The Township will reimburse the individual for the registration fee, overnight lodging, parking, mileage and \$40 per diem for meals with the proper documentation and receipts. The Township cannot afford unnecessary expenses, especially when someone is unable to attend and monies have been spent up front that cannot be reimbursed.

*Trustee Horner motions to keep mileage reimbursement at \$0.56 per mile (per IRS) and allows for fluctuation based on the state reimbursement rate; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

## Dues

*Trustee Horner motions to authorize the Township to pay for elected officials Ohio Township and Medina County Township Association dues as well as for employees as an associate member; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.*

## Hall Rental Opening and Closing Fee

Currently \$20.00 to both open and close the building during rental events. In most situations, one of the Trustees can open and close the Township Hall. The board of Trustees are not eligible to receive the open and close fee.

*Trustee Horner motions to approve the rate of \$20.00 to both open and close the Township Hall; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

## Roads Report

- RS Evans in attendance.
- Summarized Medina County Engineer Estimate for Township road repair (Daniels Rd., Kings Creek Dr. and Ryan Rd.) totaling- \$74,393.75.

# Westfield Township Board of Trustees

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***Trustee Schmidt motions to approve the Medina County Engineer Assessment in the amount of \$74,393.75; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes***

- The tractor is now indoor for storage. Salt is now stored indoors as well.

## Cemetery

- Flags have been removed.
- A settled grave will need more dirt. RS Evans plans to fill it when the weather breaks.

## Old Business

- Atty Schrader invoice- Trustee Patterson is in receipt of some information he had requested. Will discuss it at the next meeting.

## New Business

- The OTA is offering its annual conference virtually this year February 1st-5th, 2021. Registration fee is \$65 for members.

***Trustee Schmidt motions to approve the Agreement for the Sale of Materials to the Township from the Medina County Engineer; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

- OTARMA Board of Directors Election- Trustees will review.
- CompManagement Health Systems will no longer be the MCO for the Township effective 12/12/20. The form was sent by the Bureau of Worker's Compensation.
- Emily Winnicki is applying for a scholarship through OTA. She was required to attend a Township meeting. The Trustees will need to sign her attendance form. Emily plans to attend Wooster college and major in Biology/History with a focus in Archeology.
- The 2021 Meeting Calendar was sent to all Township employees.

***Trustee Schmidt motions to approve the 2021 Westfield Township/WFRD Meeting calendar; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

- FO Kurtz is updating the Medina county Public Service Directory to reflect current appointments within the committees.

## Zoning

- ZI Sims in attendance.
  - Sims did review the Schrader invoice and all the zoning related inquiries seem appropriate.
- BZA-** Next Meeting is January 7th, 2021 at 6:30pm. It will be the first public hearing with the new IT equipment. The zoning secretary will be at the Township Hall to run the equipment.
- 5777 Greenwich Rd- Area variance application received. Requesting variance of 15 foot side property line for proposed garage.
  - Draft area variance application received from GPD Group representing AT&T proposed cell tower. No other updates.

# Westfield Township Board of Trustees

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- 5155 Buffham- Northern Ohio Railroad Museum (NORM) proposed expansion conditional use and related site plan review. Mike Lyons was notified of the proposal.
- ZC- The next scheduled meeting is January 20th, 2021 at 6:30pm (organizational). The committee will review the MC Planning Services comments on the proposed PUD text amendment.
- 8686 Lake Road - Old Truck Wash/Stop update. Jason Lavor and group proposed industrial use zoning and text map amendment. Jason Lavor and 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 zoom conference occurred on December 9th at 4:30pm. Jason Lavor and group sent additional amendments to ZI Sims for her to review. A meeting is scheduled for Friday, January 8th from 2-4pm to review a second draft application. Medina County Planning Services will attend as well.

**Zoning** Comp Plan Annual Meeting will need scheduled.

- Equine Showplex- no updates at this time.
- Assistant Prosecutor Lyons in conjunction with Medina County Planning Services is offering an online training on January 6th at 5:30pm. Medina County Planning Commission's role and function will be discussed. ZS Porter will send an invite to all the ZC and BZA members.
- Vacant lot on Greenwich and Hulbert Roads (Parcel # 041.15B.51.015)- The potential buyer had provided an OD&R document stating that there was a dry hole that was plugged (not an active gas/oil well). Mike Lyons reviewed this information and forwarded some information. Section 207 would not be invoked with the property/well.

## Fiscal Officer Report

- FO Kurtz in attendance.

- Revenue Status (See Attached)
- Appropriation Status (See Attached)
- Fund Status (See Attached)
  - Secondary Checking- \$104,769.05 (*money market*)
  - Primary Checking- \$760,657.12
  - Total Fund status- \$865,426.17

- Cash Summary by Fund (See Attached)
- Cash Flow Summary by Fund (See Attached)
- Receipt Listing (See Attached)
- Payment Listing- totals \$28,499.46 (See Attached)

***Trustee Horner motions to pay the bills totaling \$28,499.46; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## Announcements

# Westfield Township Board of Trustees

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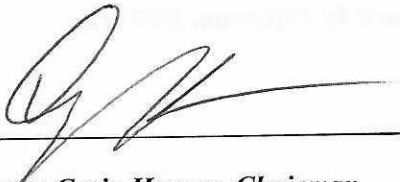
- Emergency Trustee Special Meeting with FO Kurtz scheduled for January 5th, 2021 at 6:30pm.
- Trustee Special Meeting January 18th, 2021 at 7:00pm via Zoom.

**Trustee Horner motions to adjourn meeting at 9:22pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Meeting adjourned.**

**Respectfully submitted by:**

**Amy M. Banfield**

**Date approved:** 1-18-21



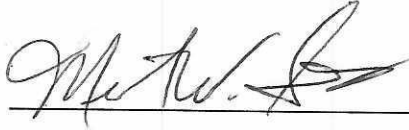
**Trustee Craig Horner, Chairman**



**Trustee Kent Patterson, Vice-Chair**

# Westfield Township Board of Trustees

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A handwritten signature in black ink, appearing to read 'Michael Schmidt', written over a horizontal line.

*Trustee Michael Schmidt, Board Member*

