

Westfield Township Board of Trustees

Special Meeting
February 1st, 2021

Trustee Horner commenced the Trustee meeting via Zoom on February 1st, 2021 at 7:06pm. Roll call: Patterson- here, Schmidt-here, Horner-here. Meeting commenced.

Guests- Carol Rumburg, Terri Grimm

Comments from the floor

- N/A

Trustee Horner motions to commence Executive Session to discuss employee planning and Schrader invoice; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Executive session commenced at 7:07pm.

Trustee Horner motions to exit Executive Session at 7:34pm with no action being taken; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

Minutes to be approved

- January 18th, 2021- Trustee Special Meeting- *Trustee Horner motions to approve the minutes as presented; seconded by Patterson. Roll call- Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

Roads Report

- RS Lee Evans not in attendance.
- 75 tons of salt will be delivered tomorrow. To meet our quota, we will need to purchase 200 more tons of salt.
- Brine was ordered and delivered today.
- Hose on the Epoke was changed.

Cemetery

- N/A

Zoning

- ZI Sims not in attendance.

BZA- First meeting (organizational) of the year was held on January 7th, 2021. BZA committee members Carol Rumburg and Terri Grimm are working on testing the new AV equipment. FO Kurtz suggested that we utilize the current webmaster Don Krolkowski to see if he may be able to assist with technical troubleshooting. Trustee Schmidt has a few

ZC- The organizational meeting was held January 20th, 2021 at 6:30pm. Text and map amendments were presented. Chairman Joe Doty led the meeting.

Zoning- No Updates

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Old Business

- Schrader Invoice - discussed during executive session.

Trustee Schmidt motions to pay the Attorney Al Schrader invoice in full; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-nay. Motion passes.

- Electronic signatures are permitted per the County Prosecutor's office. Trustees are in agreement to use electronic signatures for checks only. FO Kurtz will need their signatures on a blank piece of paper in order to upload their signature into UAN.

Trustee Horner motions to approve Trustee electronic signatures for checks only; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

New Business

- 2021 Budget- FO Kurtz is working on the Township permanent budget. Healthcare fees are different from previous years. HRA cards are approximately \$100 per month; which is more than previously anticipated. Chief Fletcher, RS Evans and ZI Sims should have all projects or potential purchases to FO Kurtz by the next meeting or by the first week of March to be reflected in the budget.
- Solid Waste and Resolution- Horner reached out to Mike Lyons for legal counsel regarding Ohio Revised Code 3734.57 (A-4). The MCSWD located on Lake Road ,within the TWP, is considered a transfer station. Lyons stated that the TWP is not authorized to levy a fee on the transfer facility. Further legal counsel to ensue with Jerry Innes or another representative from Lorain County.

Fiscal Officer Report

- FO Kurtz in attendance.
 - Temporary Appropriation Status (See Attached)
 - Fund Status (See Attached)
 - Secondary Checking- \$104,773.49 (*money market*)
 - Primary Checking- \$779,611.39
 - Total Fund status- \$884,384.88
 - Payment Listing- totals \$13,302.62 (See Attached)
 - Trustee Schmidt questioned the payment to Kimball Midwest. This was for parts for RS Evans.
 - Trustee Schmidt questioned the payment to Bell Equipment Co. This was for the hose for the Epoke.

Trustee Horner motions to pay the bills totaling \$13,302.62; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

- Cash Summary by Fund (See Attached)
- Receipt Listing (See Attached)

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- Trustee Schmidt questioned the two (2) receipts to American Tower Corporation. FO Kurtz will look into the last two years of deposits from the cell tower to clarify frequency and amount of deposits.

- Revenue Status by fund (See Attached)

- Payroll true-up for BWC payments. Payments are based on the number of employees within the WFRD and TWP.

-FO Kurtz received a timesheet for ZS Cheryl Porter after January payroll was completed and closed. It was sent as a google doc and some of the trustees were unable to open it and review it for approval. Trustee Patterson stated that all hourly employees should utilize the same timesheet for consistency.

-OTA Annual Conference kicked off today, February 1st. Governor Dewine discussed COVID-19 vaccines and the issue of supply and demand of the vaccines within the state.

-Life Screening Township hall rental will be held Monday February 15th.

Correspondence

- Mileage Certification needs signed by a minimum of two Trustees.
- Westfield Country Club is offering curb-side pick up meals made available at the Westfield Inn.

Announcements

- Special Meeting (Executive Session) with Board of Trustees and FO Kurtz Wednesday, February 3rd, 2021 at 6:30pm via Zoom.
- Trustee Special Meeting February 15th, 2021 at 7:00pm via Zoom.

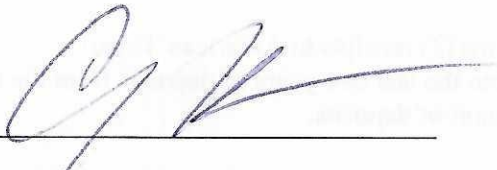
Trustee Horner motions to adjourn meeting at 8:37pm; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.

Respectfully submitted by:

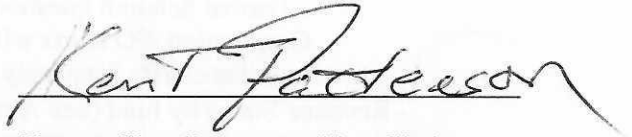
Amy M. Banfield

Date approved: 2-15-20

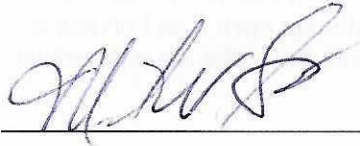
Westfield Township Board of Trustees



Trustee Craig Horner, Chair



Trustee Kent Patterson, Vice-Chair



Trustee Micheal Schmidt, board member