

Westfield Township Board of Trustees

Special Meeting

April 5th, 2021

Trustee Horner commenced the Trustee meeting via Zoom on April 5th, 2021 at 7:16pm. Roll call: Patterson- here, Schmidt-here, Horner-here. Meeting commenced after the Pledge of Allegiance.

Guests- Carol Rumburg, Ron Oiler, Donald Seeley, Melissa Thur

Comments from the floor

- N/A

Minutes to be approved

- March 15th, 2021 Special Meeting- *Trustee Horner motions to approve the minutes as amended, 'septic tank repair' should be listed under township hall; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*
- March 18th, 2021 Special Meeting- *Trustee Horner motions to approve the minutes as presented; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*
- March 29th, 2021 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 in attendance.
- Stone bids are going out and will be opened by May 3rd, 2021.
- A new pressure washer was purchased.

Cemetery

- The sign is being updated with a more weather resistant material.

Zoning

- ZI Dennis Banfield in attendance.
- ZI Banfield stated that he took in four (4) applications totaling \$650.
- BZA meetings scheduled for the 27th and the 29th of April.
- ZC meeting on April 14th.
- ZI Banfield has some recommendations for simplicity of the application process. Trustee Schmidt asked to have those recommendations emailed to the board of trustees for review.
- Electronic applications and assigning each application a number were discussed as upcoming changes.

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- ZI Banfield asked for a special business meeting with the board of trustees. The meeting will be held on April 8th, 2021 at 5:30pm at the Township Hall.

Trustee Horner motions to commence executive session to discuss zoning commission positions with potential candidates Donald Seeley and Melissa Thur; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Executive session commenced with Donald Seeley and the board of Trustees at 7:38pm.

Trustee Horner motions to exit executive session at 7:59pm; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

Trustee Horner motions to fill the unexpired ZC term ending 2021 with Melissa Thur; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

Trustee Horner motion to place Donald Seeley on the term ending 2021 alternate list (1 year alternating term); seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

FO Kurtz will assist the new members with their new hire packets. Zoning books will be distributed.

Old Business

- Solid Waste District- Trustee Schmidt forwarded a copy of the draft letter that the board of Trustees would like to send to the county commissioners, Mike Lyons and the county Engineer for review (See attached).

Trustee Schmidt motions to approve draft letter to be sent to the Medina County Commissioners; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

New Business

- Website overhaul update- Our website is in need of modernization and should be easier to be used by township residents. Terri Grimm, FO Kurtz and Carol Rumburg are meeting with a new website designer later this week to review some options. It will cost approximately \$2,000.00 to upgrade our website and then maintenance is approximately \$100 annually.
- FO Kurtz would like to have a brainstorming session to discuss the new township roles and changes within the zoning department so that everyone is on the same page. She would like to have job descriptions updated to reflect current duties.

Fiscal Officer Report

- FO Kurtz in attendance.
 - Appropriation Status (See Attached)
 - Fund Status (See Attached)
 - Secondary Checking- \$104,781.67 (money market)

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Primary Checking- \$992,591.12

Total Fund status- \$1,097,372.79

-Cash Summary by Fund (See Attached)

- Payment Listing- totals \$28,410.06 (See Attached)

- The Board of Trustees are awaiting legal counsel on how to proceed with ZI Sims final check. Therefore, her final check will be held.

-The Home Depot credit card was used to purchase a new vacuum for the Township Hall.

-Enzo's Cleaning Solutions- this was for the new pressure washer for RS Evans.

Trustee Horner motions to pay the bills totaling \$27,986.57 (holding ZI Sims last check of \$423.45); seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

-Revenue Status by Fund (See Attached)

-Receipt Listing (See Attached)

-Appropriation Supplemental (See Attached)

Correspondence

- Ronald Donk inquired about a siren that he heard at his residence on March 24th. It was a statewide tornado drill. FO Kurtz did return his phone call and left a message for him and to call with any more questions or concerns (public records request fulfilled).
- Terry Bower would like to be allowed to enter the TWP zoom meetings. FO Kurtz forwarded the zoom link for tonight's meeting to him as well as explained how to access the zoom meeting link from our website (public records request fulfilled).
- FO Kurtz is communicating with Frank Harmon's office, Ohio Insurance Services, in regards to their request to withdraw approximately \$1,700.00 to credit the township employees' HRA accounts.
- Property notice was received from the Medina County Common Pleas Court regarding a property in Chippewa. The board of Trustees are not interested in moving forward with the property.

Announcements

- Trustee Special Meeting (general business) with ZI Banfield April 8th, 2021 at 5:30pm.
- Trustee Special Meeting April 19th, 2021 at 7:00pm via Zoom.

Trustee Horner motions to adjourn meeting at 8:48 pm; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.

Respectfully submitted by:

Amy M. Banfield

Westfield Township Board of Trustees

Date approved: 4-19-21



Trustee Craig Horner, Chair



Trustee Kent Patterson, Vice-Chair



Trustee Micheal Schmidt, board member