

**WESTFIELD TOWNSHIP  
BOARD OF TRUSTEES  
ORGANIZATIONAL MEETING**

**JANUARY 2, 2007  
7:00 PM**

**Attendance: Trustees Timothy Kratzer, Carolyn Sims, Jeffrey Plumer  
Fiscal Officer/Clerk, Martha Evans taking minutes, Fire Chief,  
Jack Snoddy, Lee Evans, Road Maint.,**

**Residents: Ron & Marlene Oiler, W. John Miller, Tim Sims, Dennis  
Delagrangre, Kelly Gregoire, Kari (Kelly's sister).**

Fiscal Officer, Martha Evans called the meeting to order by asking for nominations for Chairperson for year 2007.

**Tim nominated Jeff as Chairperson, seconded by Carolyn.  
Roll Call: Tim, aye; Carolyn, aye; Jeff accepted the nomination.**

Martha turned the meeting over to Jeff.

Jeff asked for nominations for Vice Chairperson.

**Tim nominated Carolyn as Vice Chairperson, seconded by Jeff.  
Roll call: Tim, aye; Jeff, aye; Carolyn accepted the nomination.**

**Tim nominated Carolyn to over see the roads, seconded by Jeff.**  
Discussion: Carolyn stated she had additional work at the cemetery & park she would like to see done. Jeff advised Carolyn that she could communicate with Tim what work she would like to see accomplished.  
**Roll call: Tim, aye; Jeff, aye; Carolyn, aye.**

**Jeff nominated Tim to oversee the Cemetery, Park and be a member of the  
Fire Committee, seconded by Tim.**

Discussion: Carolyn again reintegrated that she would like to see the park enhancement program, replace the gazebo, and upgrades at the cemetery.  
**Roll call: Tim, aye; Jeff, aye; Carolyn, nay.**

**Jeff made a motion to appoint Joni Gula as the residential member of the Park Committee, seconded by Carolyn.**

**Roll Call: Tim, aye; Jeff, aye, Carolyn, aye.**

**Tim nominated Jeff to oversee the Zoning aspect, seconded by Carolyn.**

**Roll Call: Tim, aye; Jeff, aye; Carolyn, aye.**

Tim read a letter of evaluation and recommendation concerning the Road Maint. Supervisor, Lee Evans. Tim recommended a raise + current benefits. Last year the raise was \$1.00 per hr. Tim gave a few examples of hourly rates from other townships. Tim turned the recommendation over to Carolyn since she is the road liaison. There was some discussion.

**Carolyn made a motion to pay Road Maint. Supervisor, Lee Evans, \$20.00 per hour + current benefits, seconded by Tim.**

**Roll Call: Tim, aye; Carolyn, aye; Jeff, aye.**

**Temporary Road Emergency Employees:**

Carolyn stated they are currently underpaid. All agreed.

**Carolyn made a motion to pay Temporary Road Emergency Employees at a rate of \$14.00 per hour, Temporary Road Help (ditching, flaggers, etc) to be paid at a rate of \$11.50 per hour, seconded by Tim.**

**Roll call: Tim, aye; Jeff, aye; Carolyn, aye.**

Tim commented that in order to expedite hiring emergency help, in the past a motion was made to allow Lee to call emergency help in without calling Tim in the middle of the night. Lee would call Tim the next morning to let him know what was going on.

**Tim made a motion to allow Road Maint. Supervisor to use his judgment in calling out emergency help, seconded by Jeff.**

Discussion: Carolyn wants to be called at any hour and want to sign the emergency help's time sheet.

**Roll call: Tim, aye; Jeff, aye; Carolyn, aye.**

Mr. Warren John Miller suggested that the trustees should have a list of individuals available for emergency situations that could be called on an as needed basis.

Carolyn made a motion to have Road Maint. Supervisor provide a list of available, authorized drivers to the trustees for approval for emergency help, seconded by Tim.

Roll call: Tim, aye; Carolyn, aye; Jeff, aye.

#### **ZONING BOARDS COMPENSATION:**

Carolyn made a motion to leave Zoning Boards compensation at \$30 per meeting plus expenses if they attend workshops, seconded by Tim.

Roll call: Tim, aye; Carolyn, aye; Jeff, aye.

#### **ZONING INSPECTOR;**

Jeff made a motion to retain Gary Harris as Zoning Inspector at \$625 per month plus expenses, seconded by Carolyn.

Roll call: Tim, aye; Carolyn, aye; Jeff, aye.

#### **ZONING SECRETARY:**

Carolyn commended Marlene for the excellent job.

Carolyn made a motion to pay the zoning secretary \$13.00 per hour plus expenses, seconded by Tim.

Roll Call: Tim, aye; Carolyn, aye; Jeff, aye.

#### **HALL RENTAL:**

Jeff made a motion to pay \$20 for opening and closing the hall, seconded by Carolyn.

Roll Call: Tim, aye; Carolyn, aye; Jeff, aye.

#### **MILEAGE:**

Jeff made a motion to \$.44 per mile for township business, seconded by Tim.

Roll call: Tim, aye; Carolyn, aye; Jeff, aye.

#### **VOLUNTEER FIRE FIGHTERS DEPENDENCY BOARD:**

Tim volunteered, seconded by Jeff.

Roll call: Tim, aye; Carolyn, aye; Jeff, aye.

#### **CLERK'S ASSISTANT:**

Jeff made a motion to pay clerk's assistant \$13.00 per hour, seconded by Tim.

Discussion: Carolyn stated that the clerk may only need help on specific instances and she would suggest the \$11.00 is adequate. (20 hrs per week)

Roll call: Tim, aye; Jeff, aye; Carolyn, Nay.

Ron Oiler asked for clarification. If zoning members attend Planning Commission update workshops, will they get paid for those meetings? Tim stated that the trustees put that into effect a couple of years ago. You would be paid as if it was a meeting.

**Tim made a motion to pay zoning members for attending workshops and/or seminars related to zoning plus mileage, seconded by Carolyn.**

**Roll call: Tim, aye; Jeff, aye; Carolyn, aye.**

#### **ZONING APPOINTMENTS:**

**Tim made a motion to re-appoint Kevin Daugherty to the BZA for a term of 5 years; Jim Likely to the Zoning Commission for a term of 5 years, seconded by Carolyn.**

Discussion: Carolyn would like to see that the appointees be compelled to attend continuing education, workshops, etc. Maybe that can be added in the policy procedure manual.

**Roll call: Tim, aye; Carolyn, aye; Jeff, aye.**

**Jeff made a motion to appoint Mr. Warren John Miller as an alternate to the Zoning Commission, seconded by Carolyn.**

Discussion: Tim stated that as an alternate, it is important they attend all the meetings because one never knows when the alternate would be asked to sit in and vote. John said they he goes out of town on occasion but not often. That is not going to be a problem for him. Carolyn suggested that a certificate of attendance with in the first year be required. Jim Likely thought that was a good recommendation. Tim has a problem with requiring continuing education attendance.

**Roll call: Tim, aye; Jeff, aye; Carolyn, aye.**

Jeff will call Mr. Poe to see if he is still interest in the BZA alternate position.

#### **FIRE REPORT:**

28 runs this month                      458 runs in 2006   98 runs less than last year.

Changed oil in the old squad. There is something major going wrong in this vehicle. Good thing we are getting rid of it. Need to rebuild the front end of the 4 wheel drive quick attach vehicle. It will not cost \$3,000 like it would somewhere else. Lee saves the township and village a large amount of maintenance labor cost and no mark up on parts.

**REGULAR MEETING DATES:**

Carolyn: Tuesday not good because of family activities

Jeff: Wednesday's not good because of Planning Commission

Tim: Thursday not good because of Fire Training

Jack: Monday not good because of mandatory EMT training

**MUCH DISCUSSION**

**Tim made a motion to have regular meetings 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7:00 pm  
Died for lack of second.**

**Carolyn made a motion to keep regular meeting 1<sup>st</sup> and 3<sup>rd</sup> Wednesday  
Nov-March 7:00 pm April-Oct. 8:00 pm with concessions for Jeff  
Died for lack of second.**

**Carolyn made a motion to have regular meetings 1<sup>st</sup> & 3<sup>rd</sup> Thursdays  
Died for lack of second.**


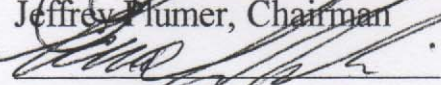
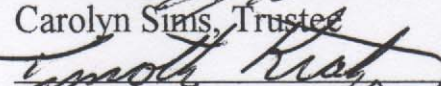
**Jeff made a motion to have trustee regular meetings 1<sup>st</sup> and 3<sup>rd</sup> Mondays at  
7:00 pm with no changes in time, seconded by Tim.**

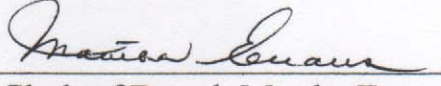
Discussion: Carolyn likes the 8:00 time in the summer months.

**Roll call: Tim, aye; Carolyn, Nay; Jeff, aye.**

Payroll checks were signed.

Meeting adjourned.

  
Jeffrey Humer, Chairman  
  
Carolyn Sims, Trustee  
  
Timothy Kratzer, Trustee

  
Clerk of Board, Martha Evans