

**WESTFIELD TOWNSHIP  
SPECIAL MEETING  
MAY 3<sup>RD</sup>, 2007 @ 1:00 PM**

Chairman, Jeff Plumer called the meeting to order by asking those in attendance to stand and Pledge Allegiance to the Flag.

Trustees in attendance: Jeff Plumer, Carolyn Sims, and Timothy Kratzer  
Fiscal Officer, Martha Evans in attendance and taking notes for recording the minutes.  
Assistant Prosecutor, Bill Thorne in attendance

Please note no residents in attendance.

The purpose of this meeting was so adopt an Employee Handbook. A copy of an employee handbook was provided to the trustees. It seems as though a resolution or motion to adopt this handbook was never recorded.

Since Bill Thorne is not here yet, Martha related to the trustees that the bank will not print a copy of the monthly bank statement prior to receiving them in the mail and asked if the trustees would approve the fiscal officer to apply for a PIN number to go on line and get the statement so she could do the bank reconciliation at the beginning of the month. The fee will be \$5.95 per month.

**Carolyn made a motion to permit the fiscal officer to apply for a PIN number to access the township's bank account on line and to pay the \$5.95 charge per month, seconded by Jeff.**

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

**Tim made the motion to pay the bills (copy of which is attached in the clerk's file), seconded by Jeff. Roll call: Tim, aye; Carolyn, aye; Jeff, aye.**

Tim authorized a letter written by Lee Evans to send to the Medina Co. Engineer concerning the new service road off Lake Road. A copy is attached to the minutes in the clerk's file. All trustees agreed.

The following amendments were made:

- ✓ Page 1 – last paragraph 2<sup>nd</sup> sentence omit (**or offensive**); 3<sup>rd</sup> sentence omit (**one or**)
- ✓ Page 2 – 2<sup>nd</sup> paragraph add (**wages, compensation & benefits**)
- ✓ Page 2 - after heading Compensation add heading (**UNIFORM AND SPECIAL WORK CLOTHING**) under heading uniform add (**\$250 payable annually to a full-time employees for uniform and special work clothing**)
- ✓ Page 3 – Under heading of **VACATION** - **Tim made a motion to eliminate the 5 year and 120 hr category because a contract is totally different than an hourly employee. Motion died for lack of second. Jeff made a motion to**

increase the 3 year service to 100 hours, eliminate the 5 year 120 hr category, recognizing the difference between hourly and contracted employee, seconded by Tim. Discussion: Carolyn voiced her opinion that there was nothing wrong with the way the proposed vacation schedule for full-time employees was printed because it gives the air of consentience, therefore, Carolyn made a motion to amend the motion to leave the 5 year – 120 hr in the handbook. Carolyn's motion died for lack of second. Roll call: Jeff, aye; Tim, aye; Carolyn, nay.

- ✓ Page 4 – after the 2<sup>nd</sup> sentence add (An employee required to work on a holiday will be paid for their regular holiday hours in addition to the hours worked.)
- ✓ Page 4 – typo (3.7 hours per biweekly pay period)
- ✓ Page 5 – 3<sup>rd</sup> paragraph 2<sup>nd</sup> sentence add (provider) after healthcare
- ✓ Page 6 - 6<sup>th</sup> paragraph 1<sup>st</sup> sentence add (Board of) before trustees
- ✓ Page 6 – Under heading SEXUAL HARASSMENT add (Exhibit A) after See Policy on file.
- ✓ Page 7 – At the end of SUBSTANCE ABUSE) dialog add (See Policy on file. Exhibit B)
  
- ✓ Page 7 – Under heading SMOKING add to the sentence (equipment, and/or vehicles)
- ✓ Page 8 – typo 1<sup>st</sup> bullet under Separation/Termination (skills)
- ✓ Page 9 - typo – Excessive absenteeism or for
- ✓ Page 9 – Last bullet point on page 9 – Eliminate
- ✓ Page 9 - add the following sentence (Township employees serve at the pleasure of the current Trustees and can be terminated at anytime.)

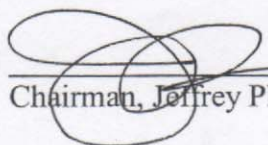
Jeff made a motion to adopt the Westfield Township Employee Handbook based on the corrections and/or amendments as RESOLUTION 2007-07, seconded by Tim. Roll call: Jeff, aye; Carolyn, aye; Tim, aye.

Carolyn made a motion to go into executive session – (personnel), seconded by Jeff. Roll call: Jeff, aye; Carolyn, aye; Tim, aye.

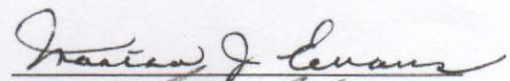
At 3:35 pm Jeff made a motion to go out of executive session, seconded by Tim. No decision was reached.


Carolyn made a motion to adjourn, seconded by Jeff. Unanimous.

Approved May 17, 2007

  
Chairman, Jeffrey Plumer

Trustee, Timothy Kratzer

  
Fiscal Officer/Clerk, Martha Evans

  
Trustee, Carolyn Sims