

WESTFIELD TOWNSHIP TRUSTEES
Regular Meeting
May 19, 2008
7:00 pm

Chairperson, Carolyn Sims, opened the meeting at 7:06 pm by asking those in attendance to stand Pledge Allegiance to the Flag.

Trustees in attendance: Carolyn Sims, James Likley, and Timothy Kratzer.

Fiscal officer, Martha Evans also in attendance. A sign in sheet in attached to the minutes to complete the other attendance.

Public participation: Mark Goffinet (auditor's office) announced the winner of the auditor's scholarship: **Jenna Trillet, Wadsworth High School.**

Carolyn recognized Bob Arnold, Planner/Architect to present his Comprehensive/Development Planning Proposal. Mr. Arnold gave an overview of the booklet that he presented to each trustee and to a select few of the zoning personnel. There is a copy of the proposal in the fiscal officers' officer for public review. He focused on community input and being a part of the process. There are 5 phases which should take 10-15 months with an anticipated cost of \$45,300. This plan should last 5-6 years. There were comments from the audience and board that a mail out survey should be part of the planning process. A resident mail out survey is not included in this cost.

FISCAL OFFICERS REPORT:

A thank you note was received from S.E.E.K for the \$50 donation for the Easter Egg Hunt.

Letters received: Medina County Engineers Office & Columbus Gas Co concerning 5614 Eastlake Road; Medina Co Prosecutor concerning an opinion on a Public Official Bond;

IRS: Tax abatement issue is being sent to the Penalty Appeals Board.

The funds status and payment register available on the table for public. The payment register was read (also a copy of attached to the minutes) in the amount of checks to be signed was \$8,070.44.

Mr. Kratzer made a motion to pay the bills, seconded by Ms. Sims. No discussion.

Roll call: Kratzer, aye; Sims, aye, Likley, aye.

A one-day OSHA compliance seminar will be held in August 2008. The cost is \$149. The fiscal officer announced that a ad had been placed in the Gazette that she would be accepting resumes for the position of administrative assistant. Ms. Sims stated that it would be discussed later in executive session.

CELL TOWER:

Ms. Sims asked if all received the e-mail showing the aerial view of a viable site for the proposed cell tower on township property. Answer-No. Ms. Sims will re-send the e-mail. The site is 75'X75' that is proposed to be leased south of the salt building.

Chairperson, Sims announced a special meeting with Medina County Assistant Prosecutor, Wm. Thorne May 29, 2008 @ 6:00 pm to discuss Cell Tower, North Coast Soccer, Zuber. This meeting will be according to Mr. Thorne's availability. Ms. Sims will be contacting Mr. Thorne. The special meeting will be announced in the paper as General Business since the paper does not always print all of the topics to be discussed.

CEMETERY:

Mr. Kratzer received the Quit Claim Deeds to transfer the 2 cemeteries in the village limits of Westfield Center from Westfield Township to the Village of Westfield Center. The village has been maintaining and selling cemetery lots in the west cemetery for years. Ms. Sims discovered 2 years ago that Westfield Township still held the deed. The township gave a letter to Westfield Center that they are the rightful owner of the two cemeteries within the village limits.

Mr. Kratzer moved to transfer the two (2) cemeteries by a Quit Claim Deed to be signed by the Chairperson and return them to the Prosecutor's office to be sent on to Village Law Director, Mr. Hutson for recording, Ms. Sims seconded the motion. Discussion: Ms. Sims research provided the following information: the township used to own the cemetery but with the creation of a village; a village parcel number was assigned to the cemetery. By statute it belonged to the village. Tim related that since the Village of Westfield Center requested the deeds they would pay for all filing fees.

Roll call: Kratzer, aye; Sims, aye; Likley, aye.

The revised cemetery fee schedule reflects single lot prices.

POLICY & PROCEDURE

Next special policy & procedure meeting will be June 6, 2008 @ 10:30 to 12:00 noon – this will also include Gen. Business.

The bulletin board for the hall will be forth coming.

A possible type-o/error in the zoning code Section 807.D.2.m

Ms. Sims made a motion to send Section 807.D.2m to the zoning commission to review/determination, seconded by Mr. Likley. Discussion: This section could possibly be used for upcoming conditional use application.

Roll call: Kratzer, aye; Sims, aye; Likley, aye.

Mr. Likley has worked with the Fire Chief to ask for the donation of Automatic Electric Defibrillators that Westfield Companies will be replacing. One will be placed in the Westfield Township Hall. The new ones should be here in about a month.

Zoning inspector, Mr. Harris is waiting for the Cloverleaf School revised site plan and is working with the North Coast Soccer group. Gary was not sure about the Bauman storage landscaping & fencing. The minutes did not give a deadline. A decision is only as strong as the minutes. The board, zoning inspector and applicant needs a clear understanding. Gary stated he had the file for Bauman Storage.

Zoning Commission regular meeting – June 10, 2008 @ 7:30 pm

Kratzer public hearing continuation is set for June 17, 2008 @ 7:30 pm

Sims- there is not an overlay district is the zoning code for Local Commercial. Mr. Scheetz & Mr. Thorne will be discussing the overlay district.

Mr. Likley asked Mike Schmidt the time frame for North Coast Soccer fencing & tree issue.

Mike – until June 13, 2008

Likley – they have a 45 day window & commitment to fulfill it. What ramification is they don't?

Gary – I'll send letters to all partners. This just keeps going back & forth.

Likley – This has been going on for 5 years and its time that it gets resolved. The BZA needs to set the guidelines because you can see that the involved parties will not agree.

Mr. Likley faxed the Fire Department Consultant contract to Mr. Thorne and he will be getting back to us. The officers are working on the baseline requirements.

5614 Eastlake – Pond

Ms. Sims instructed Mr. Lee Evans to get an estimate ready and deliver it to Mr. Scott May for the pipe enclosure.

Ms. Sims made a motion to order enough pipe that the road maintenance supervisor, Evans needs for 2008 road projects in the estimated amount of \$13,000, seconded by Mr. Kratzer. No discussion. Roll call: Kratzer, aye; Sims, aye; Likley, aye.

Next regular trustees meeting June 2, 2008 @7:00 pm

Ms. Sims made a motion to table Zuber's zoning violation, seconded by Kratzer. Discussion: waiting prosecutor's negotiations. Roll call: Kratzer, aye; Sims, aye; Likley, aye.

Table following minutes:

March 17, 2008; May 2, 5, 9, 16, 2008

April 11, 2008 corrected minutes

Kratzer made a motion to approved April 11, 2008 minutes as corrected, seconded by Likley. Discussion: Revised the vacation Roll call: Kratzer, aye; Sims, aye; Likley, aye.

Ms. Sims made a motion to go into executive session @ 9:43 pm for purpose of land acquisition and employment, seconded by Mr. Likley. Roll call: Kratzer, aye; Sims, aye; Likley, aye.

Mr. Likley made a motion to return to regular session @ 10:11 pm, seconded by Mr. Kratzer. Roll call: Kratzer, aye; Sims, aye; Likley, aye. No decision was made regarding land acquisition.

Ms. Sims made a motion to employ Kim Frenz @ \$10 per hour but not exceed \$500 to organize zoning files, seconded by Mr. Likley. Discussion: This is in addition to her regular \$500 per month salary. Roll call: Kratzer, aye; Sims, aye; Likley, aye.

Ms. Sims made a motion to hire Lee Evans as interim assistant zoning inspector at \$200 per month, seconded by Mr. Likley. Discussion: Gary is unavailable during the day because he is in the building trade. Kratzer- there has been problems with the zoning board, members of the community and Evans. Likley- we will watch with close scrutiny. He can help with reviewing site plans to make sure they are complete before they go to the boards. If it doesn't work out then the position will be eliminated. Sims – It is about customer service.

Roll call: Kratzer, NO; Sims, aye; Likley, aye.

Ms. Sims stated she talked with Mr. Harris about adjusting the zoning inspector salary to \$425 per month temporarily to off set the cost of zoning while Mr. Evans is assistant, seconded by Likley. Discussion: Kratzer – a new position should have a new salary and not take away from a present position. Likley – I have hopes he can meet my expectations. Kratzer – shouldn't we ask Gary? Ms. Sims, I did. Kratzer - We do not want 2 zoning inspectors. Likley – No, if it doesn't work out we will go back to just a zoning inspector. Roll call: Kratzer, NO; Sims, aye; Likley, aye.

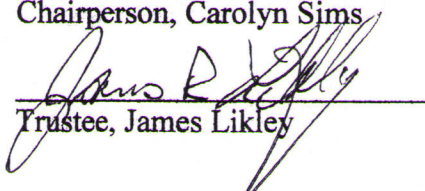
The following paragraph was written by Ms. Sims:

Ms. Evans stated that she had advertised an Administrative Assistant position in the Gazette newspaper. There was general discussion as to whether the position was intended to be an Assistant Clerk or a Township Administrative Assistant. Ms. Evans stated that an Assistant Clerk would require Bonding & that she did not need assistance with Fiscal responsibilities. Ms. Sims stated that the web master contract expires towards the end of the year and should be a consideration in choosing an Administrative Assistant, in order to manage the website in-house and decrease the expense. Ms. Sims encouraged the Board and Ms. Evans that all members should participate in selecting a Township Administrative Assistant. Ms. Evans will provide the Trustees with the received resumes for review and stated that the Board would make the applicant selection for the position.

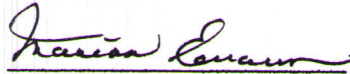
Meeting adjourned.

Approved July 11, 2008 with amendments
See July 11, 2008 minutes for details

Chairperson, Carolyn Sims



Trustee, James Likley



Fiscal Officer, M. Evans