

WESTFIELD TOWNSHIP TRUSTEES

Special Meeting

July 18, 2008

10:00 am

Chairperson, Ms. Sims called the special meeting to order for the purpose of Gen. Business and continue working on the Policy & Procedure Manual.

Trustees Present: Carolyn Sims, James Likley, and Timothy Kratzer.

Also in attendance were Wm. L. Thorne, Assistant Prosecutor and Martha Evans

Bill Thorne stated the Guilford Policy & Procedure was prepared by an outside firm and he has not had a chance to review it.

GENERAL BUSINESS TOPICS

- ✓ Fire Grant
- ✓ Cell Tower – info sent to prosecutor's office, Tom Karris. It seemed all the prosecutor's office needed to write the letter was the dollar amount. The board came to a consensus that \$1,000 per month would be acceptable to put in the letter to Verizon Wireless that the board would be willing to review in a proposed lease agreement. **Mr. Likley made a motion to accept \$1,000 rental/lease agreement per month with a stipulation of renewal percentage increase.** Motion dies for lack of second because at this time the board is not accepting anything (motion no needed) just giving a dollar amount that would be put into a proposed lease agreement to Verizon Wireless.
- ✓ Grubiss – Westfield Landing - 2 of the 3 lots in the last plat may require a variance. There has not been any variances been turned in.
- ✓ Drinking Water Source Protection Plan EPA workshop – Aug. 13, 2008 10:00 am to noon
- ✓ May pond agricultural exemption permit
- ✓ New Water line along N. Leroy Road north of 224

POLICY & PROCEDURE

Bill Thorne asked the trustees if their intent was to incorporate an employee handbook along with the policy and procedure manual or have a manual for department heads and trustees and a separate employee handbook. All three (3) trustees agreed it would be both – policy & procedure manual and an employee handbook. Bill Thorne will review the Guilford Township manual along with the changes Westfield Township Trustees are proposing. You probably do not need all this detail (that is spelled out in the ORC). This was to tell the employee what their benefits are. It depends on what you think you need.

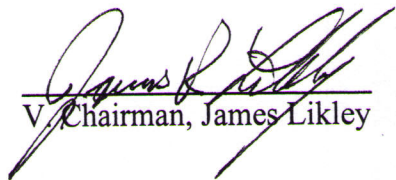
RESOLUTION 2008-13 RESOLUTION FOR OPEN MEETINGS UNDER SUNSHINE LAW

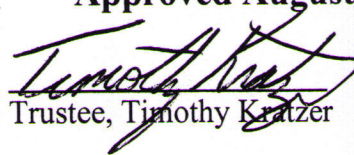
Ms. Sims offered RESOLUTION 2008-13 and moved the adoption of same which was duly seconded by Mr. Kratzer. Discussion: This resolution should have been adopted at the organizational meeting in January. **Roll call: Kratzer, aye; Sims, aye; Likley, aye.**

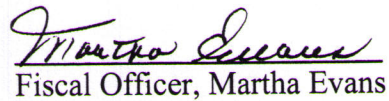
- ❖ Park Permit – hold harmless clause - Bill Thorne will review
- ❖ Hall Permit - Bill Thorne will re-work the wording in the present permit for the hold harmless clause. 2 additional items concerning the opening & closing fee were drafted.

Mr. Kratzer moved to adjourn, seconded by Mr. Likley. Unanimous.

Approved August 4, 2008


V. Chairman, James Likley


Trustee, Timothy Kratzer


Fiscal Officer, Martha Evans