

WESTFIELD TOWNSHIP BOARD OF TRUSTEES
SEPTEMBER 3, 2008
SPECIAL MEETING -9:30 AM

As amended 5/21/09

Chairperson of the Board of Trustees Carolyn Sims called to order the special meeting of the Westfield Township Board of Trustees at 9:35 a.m. The purpose of the special meeting is a replacement of the regular Trustees meeting which fell on the Labor Day holiday. Trustee Sims; Likley and Kratzer were present as well as Fiscal Officer Evans, Lee Evans, Marlene Oiler, Tom Micklas and Heather Sturdevant.

Public Comment

None.

FISCAL OFFICER REPORT

List of Correspondence

- Letter on Liability Insurance as a separate policy. Trustee Kratzer stated he sent that information to Bill Thorne and has not heard anything back. Trustee Likley stated it was mentioned previously that a person's homeowner's policy would cover that. The Township would need a certificate from an individual homeowner's policy to for the townhall rental or the park. He added until we come up with language it should probably be something that is requested. Trustee Kratzer stated he received an e-mail from a gentleman from Summit Insurance and there was a list to get this type of temporary insurance/coverage for weddings barmitzah. This information was forwarded to Bill Thorne. Chair Sims said she put together a laundry list of items for Bill Thorne to address on Friday so this could be added to the list as well.
- Letter from Health Dept. regarding Grubbiss property
- Letter from the Pros. Office regarding the question an approval of a zoning change i.e. now only takes a majority of the Board of Trustees to overturn the recommendation of the Zoning Commission; as well as letter on Board member recusal. Both letters were given to the Zoning Secretary.

Fiscal Officer Evans stated the Trustees had in front of them the Cash Summary Report by Fund, which lists total receipts, expenditures and the checking account balance to date. The Trustees have been presented the bills for payment this morning as well as a Fund Status Report. The bills were in the amount of \$14,418.56.

Chair Sims asked about the bill from Lytle Construction. Fiscal Officer Evans stated the bill was for chip and seal-445 ft. of Kennard Rd. Mr. Evans stated Guilford Twp. was doing their portion of Kennard Rd.

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Trustee Kratzer made a motion to pay the bills as presented in the amount of \$14,418.56. It was seconded by Trustee Likley.

ROLL CALL-Kratzer-yes, Likley-yes, Sims-yes. Motion carried.

Fiscal Officer Evans stated the Fund Status is \$980,020.50. The checking account balance is \$117,418.92 after these bills are paid today.

Fiscal Officer Evans stated the Trustees each have received a copy of A review and Evaluation of the Westfield Township Fire Dept. by TG Fire. It should have been titled Westfield Fire Dept. This would be addressed with Fire Chief Snoddy. She added there was a full booklet of the evaluation in her office. Trustee Likley asked that this be forwarded to the info link for posting. Fiscal Officer Evans continued the Chair has requested bids for mowers and tractors, which is covering \$100,000. She stated that the Trustees needed to be proactive by looking at the needs of the Township as a whole. Each year she suggested appropriating funds a storage building and equipment to have a replacement schedule and not wait until something is 28 yrs. old and then say we need it now. That is why the tractor mower sits outside because there was no room in the current garage after the Gradall was purchased. Now the Trustees are considering replacing the 1980 tractor and 1994 mower. Are you going to let this sit outside? This is not a wise use of taxpayers' money. This is the same scenario the Fire Dept. is in. New fire truck-no place to put it. We anticipate each year \$200,000 in the Road and Bridge Fund. If you were to spend \$100,000 this year it would leave you the same estimated carryover as in our 2009 proposed budget. But then what about the roads that need maintenance? Fuel has skyrocketed and oil prices have increased tremendously. We will possibly have a new road for Westfield Landing, salt to purchase dependent on weather. Fiscal Officer concluded that it was good planning and management to have storage in place before we purchase new equipment. Yes money can be taken out of the General Fund but you cannot deplete the General Fund but currently the General Fund is paying out more than it is receiving in. About 61% is for personal services. Next year it will be 68%. There is the Comprehensive Land Use Plan that is estimated at \$30-\$35,000 and zoning transfer of \$20,000. A new position has been created for 20-30 hrs. per week and with benefits it would cost the Township over \$16,000-\$24,000.00. As Fiscal Officer she felt this was necessary to bring this to the Trustees attention. As a result different appropriations will have to be made this year. There is \$396 left in equipment; you only have \$46,500 in building. You would need to take money out of Contracted Services and move that money around. This is for your information. Fiscal Officer Evans added that a letter would go out again to Mr. Hanna as we still have not been paid.

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Fiscal Officer Evans stated regarding the new position that was created for a Township Administrative Secretary, it was for \$13.50 per hr. and asked if the flat rate for zoning secretary salary stays or is it eliminated. Chair Sims interjected that she did not ask Mr. Evans to go out and purchase a machine but to get some bids. The Trustees had concerns that we were unable to mow during certain times and the roads are our priority. Mowing is important and we do have an aging piece of equipment. She added that she has advocated for equipment rotation for Mr. Evans as well as for the Fire Dept. Chair Sims stated a dump truck has been purchased during her tenure which Mr. Evans was diligent in pursuing that truck at a considerable cost savings to the Township. Trustee Sims continued that the Trustees are going to need to look at a plan for equipment rotation and housing of that equipment. She added she appreciated Fiscal Officer's comments and opinion.

Regarding the position created for Administrative Assistant, that position is separate with separate duties and responsibilities than the position of the zoning secretary. There should be two separate checks issued. Chair Sims stated the Trustees were contracting with Kim Ferencz to organize the zoning files. The need for creating address files was imperative as zoning permits, conditionals and variances are issued to the property. We contracted with Kim Ferencz for \$10.00 per hr. not to exceed \$500.00 to complete this task. Chair Sims stated that fee could be eliminated and the tasks put under either position. Trustee Kratzer and Likley agreed.

IRS Appeal

Chair Sims asked Fiscal Officer asked that the IRS file be put together for the Trustees meeting on Friday with Bill Thorne.

Fire Report

Chair Sims asked that the Fire Dept. clam bake be put on the website with the correct date.

Chief Snoddy stated the Trustees should all have a copy of TG Fire's report. The main three issues were response time (currently 9-10 minutes), staffing and equipment rotation. Trustee Likley asked what the response has been from the Fire Committee members regarding the report in terms in staffing? Chief Snoddy stated it seemed the response has been equitable as we have spoken about this for a long time. Trustee Likley stated daytime coverage during the school week is imperative as well as for Westfield Companies and the traffic that results from those entities around the Circle.

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Chair Sims stated the other issue was Buffham Rd. and the safety of traveling Buffham Rd. in regards to the fire fighters responding to an incident. She suggested that maybe the Trustees needed to talk about the ditch enclosure at the bottom of the road and pursuing Issue 2 money for that improvement.

In the report it stated the Township had \$400,000 in the Building Fund that was put there for the purpose of adding a fire station to the Township Administration building. Fiscal Officer stated in the General Fund there is money set aside for Building. Chair Sims stated the point is we do not want to dip into the General Fund so she wondered where the report got that information from? Fiscal Officer Evans stated to date in the General Fund there is \$530,000 invested but we only have \$18,000 in our checking account right now.

Trustee Likley asked out of the General Fund of that \$530,000 has that been broken down into building fund? Fiscal Officer Evans stated this was all the money in the General Fund and it is appropriate accordingly. She continued that at the time she and Chief Snoddy and looked at it there was \$400,000 that could be used for building whatever. Chair Sims stated in Fiscal Officer Evans previous comments you stated you did not want to use the General Fund for the purpose of a building. Chair Sims added she did not want anyone in the Village to think we have \$400,000 advocated to build a new fire station at the Townhall Complex because we do not. Trustee Likley stated to take \$400,000 out of the General Fund to build a new building would be devastating to the Township's budget and believed all the Trustees realize that..

Chair Sims stated the Board of Trustees thought there was money saved for the rotation of equipment and then it was realized that there was only about \$12,000 set aside by the previous Board of Trustees. Again she stated she did not want anyone to interpret Westfield Twp. had \$400,000.00 sitting aside for a building. Trustee Likley stated just this year we established a capital improvements fund for the Fire Dept. and monies to be allocated for it from the General Fund or the Fire Levy. Chair Sims stated that during the budget talks the Trustees created a category so that anything that the Fire Dept. is under budget on the Trustees could keep an eye on that excess money as a line item.

Trustee Likley stated at the Fire Committee it was discussed to extend an invitation to Village of Gloria Glens to attend the meeting on September 17, 2008 to review this report. Trustee Likley asked that a letter be drafted by the Fire Dept. regarding that invitation.

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SOG's

Chief Snoddy stated those were being worked on through the SOG subcommittee and the recommendations of the TG Fire Report and the Pros. Office. Trustee Likley asked that Chief Snoddy spearhead this to move this process forward.

Chair Sims stated the 71 Ramp north was closed and there was no signage. She stated she received 5 phone calls on this matter. Chief Snoddy stated there was signage and the ramp has been closed for several days and it was published in the paper as well. Trustee Likley confirmed that there was signage indicating the ramp is closed as he drove that way every day. It will let you get on the ramp because southbound it is open but the northbound ramp is closed when you get to the top.

Zoning Report

Trustee Likley stated Trina Devanney from the Pros. Office, ZI Harris, Mr. Zuber and his attorney were supposed to go out to Mr. Zuber's property and divide it up into quadrants for clean up. Chair Sims stated this was on the list to discuss with Bill Thorne.

Grubbiss property variance

Applications have been received and forwarded to the Zoning Secretary for processing.

Chair Sims asked that ZI Harris provide a monthly report of permits issued, applications received, etc. and relay that information to the Trustees.

Chair Sims asked if Scott May received an agricultural exemption? ZI Harris stated yes. Trustee Likley asked if the riprap had been completed? Mr. Evans stated no that was his argument with Columbia Gas. Trustee Likley stated the object of the riprap was to slow the water down. If we see any issues in our basin then we can say something.

Parks

Trustee Kratzer stated he spoke with Pat Eddington and they would get together to talk about the parks and the tree. Pat was concerned when the Ash tree did not bud out this past spring. The Ash tree will probably have to come down and he would have a Park Committee report for the next regular Trustee meeting.

Cemetery

Chair Sims stated Trustee Kratzer mentioned previously about some cracked headstones. Have those been put back up? Trustee Kratzer stated yes. They removed the bush and glued the head stones back together and put roundup on the stump so the bush could not come back.

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Road Report

Mr. Evans stated he would get the Buffham Rd. ditch done this month. Trustee Likley asked if he had all the concrete barriers he needed for Buffham Rd.? Mr. Evans stated that he would gather that all together.

Mr. Evans stated he got a quote on a tractor from Akron Tractor. This is State Bid. They also had a Timber Cat tree trimmer that will cut up to 4 inch limbs as well. The cost is \$94,000. The second quote was from Southeastern Equipment. Mr. Evans stated the quote from Akron Tractor for the New Holland was the most reasonable.

Trustee Likley asked about the broom sweeper? Mr. Evans stated that was separate issue as that would be an accessory to the small dump truck. He added it would hook up to the truck just like the snowplow. It would be great to have after chipping and sealing to sweep up anything that remained loose.

Trustee Likley stated he would hate to spend \$94,000 to have this piece of equipment sit outside. Mr. Evans stated Lodi offered to let us store the equipment or he could store it in his barn if he had to. Trustee Kratzer stated he hated to scatter the equipment but Lee was running out of space. Trustee Likley stated the Trustees have discussed the possible extension of the existing garage to give double the depth in the bay.

Mr. Evans stated the Township was looking at saving \$8000.00 if the tractor was purchased now because the new prices were coming out but had not taken effect yet. Trustee Likley asked if the purchase was made would the money come out of Road and Bridge? Fiscal Officer Evans stated that was correct. There is \$240,000 in Road and Bridge. Trustee Likley asked if there was used equipment that would meet the needs of the Township? Mr. Evans stated new equipment was needed. The current tractor is too old and it was not wise to dump money into used equipment as it would not be recouped in the long run.

Chair Sims asked Mr. Evans as road superintendent if he felt there was a need and benefit for the Township to purchase this equipment at this time? Mr. Evans stated the old tractor still runs however with traffic the way it is a new tractor would be beneficial to him as he knew the tractor was hanging out in the other lane. Chair Sims asked if Mr. Evans felt housing a new tractor would be an issue? Mr. Evans no, he would find some place to put it but it would not be here as there is no room. Chair Likley wondered if there would be an insurance issue of Westfield Township's equipment being housed somewhere else besides at the Township. Mr. Evans stated to put the Gradall outside was not a good idea as to let those O rings get cold and get hot; is not a good.

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Trustee Kratzer stated it would be nice to have a new mower as the existing mower is a 1980 mower. Anything could go wrong with the existing mower due to its age at any time. Trustee Likley stated if we purchase a new tractor out of Road and Bridge it would take that fund down to \$150,000.00. Chair Sims asked Fiscal Officer Evans if the Township could afford to buy a new tractor? Fiscal Officer Evans stated it depends on how much of a carryover you want for next year. Also it would need the Trustees to consider what roads may need maintenance next year i.e. Westfield Landing Rd. Chair Likley stated the new road is projected to be right around \$100,000. Mr. Evans stated closer to around \$150,000. Chair Likley stated if we look at the Road and Bridge Fund which has \$242,000 and we subtract \$94,000 for a new tractor that would leave around \$148,000. Chair Sims stated it was obvious the Grubbiss's are not coming forward this year regarding the new road. Trustee Likley asked what the revenue is the Township sees annually in Road and Bridge? Fiscal Officer Evans stated we are projected to receive \$200,000 + the carryover of approximately \$102,000. Trustee Likley asked what projects are projected for this year to be drawn from Road and Bridge? Mr. Evans stated White Rd. which would be around \$21,000. Trustee Likley asked if salt cost was taken from Road and Bridge? Fiscal Officer Evans stated it could be or it could be taken from Permissive Tax or Gas Tax. Trustee Likley asked when the Township would see the \$200,000? Fiscal Officer Evans stated we get real estate tax in the spring and then final settlement in September. Real Estate Tax should be approximately \$171,000.

Trustee Kratzer asked if the \$94,000 included the Timber Cat? Mr. Evans stated that price includes the used Timber Cat but not the rotary head. The rotary head was an option at the cost of another \$11,000. Chair Likley stated the mower price was for the tractor, the arm, 4-ft. flail mower and the Timber Cat and a Plexiglas window. Trustee Kratzer stated he looked at Medina Twp. New Holland Tractor and they really like the tractor. The swivel on the arm is exceptional because you can use bring it forward and pivot the mower right next to the tire. Trustee Kratzer continued that yes this is a large purchase and the Township did not know what was going on with Landing Rd. or the roads next year but the mower cost is roughly \$90,000 which meant \$45,000 this year and we would probably not take delivery of it until Christmas or early next year and then \$45,000 out of next year's budget. The cost will be encumbered but with the price increases we have to improve our way of doing things. I realize we don't have a place to house the equipment but we can find a place. There was a place to put the boom mower last year and added we should buy the tractor and mower. Don't know if we need the rotary head as it is an option that can be bought anytime if we need it down the road. Trustee Kratzer stated he understands the Fiscal Officer's point of view but felt the Trustees should bite the bullet and buy the tractor.

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Trustee Likley stated the Trustees have spoken in the past about rotation of our equipment and part of that responsibility is to bite the bullet due to the rising cost of equipment, the age of our existing equipment, and safety issues for our road superintendent and the traveling public.

Chair Sims stated she could go either way on this issue. She stated she wished the Township had replaced the equipment earlier as it would have had more resale value and then we could have just upgraded. Chair Sims added she did feel there was a need to upgrade this equipment and Mr. Evans has been exceptional in moving equipment around to store in the existing garage. She commented that she did not want to spend \$94,000 to see the mower sitting outside. Trustee Kratzer interjected that if we buy the unit as a unit you won't have a 1980 tractor and a 1994 mower when we go to trade. All the equipment will be the same age and in 8-10 yrs. we go to upgrade if that is the case, then it would be worth something as a trade. We should be able to get \$8000-\$10,000 for the existing tractor. Seville and or Wadsworth may be interested in purchasing the old mower.

Trustee Kratzer made a motion to purchase the tractor, the boom, the flail head and the used Timber Cat for a cost of \$94,583.34. It was seconded by Trustee Likley. ROLL CALL-Kratzer-yes, Likley-yes, Sims-yes. Motion carried.

Trustee Kratzer made a motion for a supplemental appropriation in the amount of \$94,585.34 for the purchase of a mower tractor. This money will be taken from Building and the balance out of Contracted Services under the Road and Bridge Fund. It was seconded by Trustee Likley. ROLL CALL-Kratzer-yes, Likley-yes, Sims-yes. Motion carried.

White Rd.

Mr. Evans stated because we are looking at the crossing may he should contact Jim Lytle from Lytle Construction and tell him to leave it alone because that was where the majority of the work was to be done. Chair Sims there has also been some talk from Baker Sand about moving White Rd. She added she would speak to Jim Lytle as well. Trustee Kratzer stated he did not know if there was going to be an upgrade of the crossing just crossing gates up. Chair Sims stated the intention it is a tight slope to come over as well as being narrow. The talk was to level that area out so there would be a visible approach. The conversation was put on hold because Baker had the potential to get material on the other side of the road and through around the idea of moving White Rd. We could construct the new road while still using White Rd. and rip it up and the new road would be ongoing. The problem is the Railroad has the reputation of being difficult. Chair Sims stated she and Mr. Evans would going to the meeting on the 25th regarding the

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crossing. She suggested just having Lytle go ahead with their work as this would be a year or two out.

Township Administrative Assistant

Chair Sims stated Kim Ferencz was hired as the Township Administrative Assistant. She added that Fiscal Officer Evans dissolved her standard business hours last week and our record retention schedule requires office hours so we should go ahead and set those for Kim Ferencz. Chair Sims recommended the hours of Mon.-Thurs. 9-2. Trustee Likley stated that was fine with him. If we need to add or change the hours to some in the evening to accommodate residents those hours can be adjusted. One of the reasons for the hiring of an Administrative Assistant is to provide customer service, resident convenience to come to the Townhall to pickup/drop off permits or review public records as well being an informational conduit between the Boards.

**Chair Sims made a motion to set regular office hours for Westfield Township that being Mon.-Thursday 9 a.m.-2 p.m. It was seconded by Trustee Likley.
ROLL CALL-Kratzer-no, Sims-yes, Likley-yes. Motion carried.**

Cell Tower Update

Chair Sims stated contract language was being drafted for review by Verizon's legal counsel and the Board of Trustees and the Medina County Pros. Office.

Trustee Likley stated he received correspondence from Unison, which was the cell tower company that came in last year. He stated he could draft a letter to them to let them know the Board of Trustees is not interested at this time.

Website Contract

Chair Sims stated the Trustees received an option from our current web administrator to continue with his services regarding the Township website. The cost is \$500.00. The contract expires in October. Trustee Likley is abstaining from this discussion and motion. Trustee Kratzer stated he felt the Trustees should look into a possible local person to take care of the domain name and website. He continued, not that Greg Anderson was not doing a good job but if we had problems it would be better to have someone local. Trustee Kratzer added that the domain name was up sometime in 2009 and this needed to be taken care of. Trustee Kratzer stated he got some names of local individuals that may be interested and was not prepared to night to vote until he got some prices on their services. Chair Sims stated this would be tabled then until the next Trustees meeting.

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Chair Sims continued that software would need to be purchased in order to maintain the website ourselves. As part of the Administrative Assistant duties she could update the website. The software is Dreamweaver at an estimated cost of \$411.99 as well as the tutorial. Chair Sims stated this would be placed on the next agenda.

Township Newsletter

Chair Sims stated the Trustees would be meeting on September 12, 2009 regarding the newsletter at 9:30 a.m. Articles were asked for by the Chair of the Zoning Commission and Chair of the Board of Zoning Appeals. Trustee Likley stated the Chair of the BZA was not interested in providing information and he has not heard back from Jill Kemp the Chair of the Zoning Commission.

Chair Sims stated Bill Thorne provided the Trustees with a copy of an Insurance Resolution to decrease the cost of insurance if an employee had alternate insurance available. We would then only have to pick up their out of pocket expenses instead of their whole cost. Trustee Likley stated this Resolution states reimbursement to Township officers and employees who elect not to participate in the Township's health care plan. So the Resolution is only looking at those eligible to participate in the Township's health care plan. The current Board of Trustees and Fiscal Officer do not participate in the insurance plan of the Township. Chair Sims stated this Resolution would be to decrease the cost of the Township's insurance.

Chair Sims made a motion to approve Resolution 2008-16 approving reimbursement to officers and employees for out of pocket premiums for insurance policies as authorized under ORC 505.6C.

ROLL CALL-Kratzer-yes, Sims-yes, Likley-yes. Motion carried.

Comp Plan Consultants

Chair Sims stated she did not have the opportunity to contact the consultants but she would follow through accordingly. Trustee Likley stated this gives the Trustees time to review the proposals. This would be put on the agenda for the next regularly scheduled Trustees meeting

Policy and Procedure Manual

Chair Sims stated she reviewed the policy and procedures Bill Thorne gave the Trustees on Guildford Township. She suggested the Trustees continue along on the progress the Trustees have invested in the manual. Trustee Likley and Kratzer agreed. This would be tabled at this time.

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Meeting Minutes to be approved

Chair Sims stated these would be tabled for approval on Friday.

MISC.

Chair Sims stated the zoning boards want to have a workshop with Bill Thorne. A date would be confirmed with Bill Thorne hopefully on Friday.

Announcements

September 5, 2008 @ 10:00 a.m. Special Trustees Meeting with Bill Thorne on IRS Penalties and General Business.

September 9, 2008 @ 7:30 p.m. Zoning Commission Meeting work session on Restrictions and Covenants, continuation of Public Hearing on Kratzer map amendment and regular meeting.

September 12, 2008 Special Trustees Meeting-Newsletter and General Business @ 9:30 a.m.

September 15, 2008 Trustees Regular Meeting @ 7:00 p.m.

September 17, 2008 Special Trustees Meeting on the TG Fire report and presentation. The Village and Gloria Glens are invited. It would be advertized as a public meeting but no decisions would be made.

Highway Engineer's Dinner-September 18, 2008. A headcount would need to be called in by tomorrow. Chair Sims stated she would contact them with a number accordingly.


Trustee Likley made a motion to adjourn. It was seconded by Trustee Kratzer.

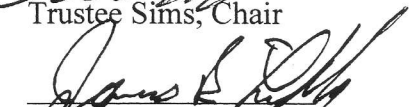
ROLL CALL-Kratzer-yes, Sims-yes, Likley-yes. Motion carried.

The meeting was officially adjourned at 9:10 p.m.

Respectfully Submitted,

Kim Ferencz, Westfield Township Administrative Ass't.


Trustee Sims, Chair


Trustee Likley


Trustee Kratzer