

WESTFIELD TOWNSHIP BOARD OF TRUSTEES
JANUARY 15, 2009
REGULAR MEETING
7:00 PM

Chairperson Jim Likley called to order the regular meeting of the Westfield Township Board of Trustees at 7:00 p.m. Trustee Sims, Likley and Kratzer were present as well as Fiscal Officer Evans. The following were also in attendance: Ron Oiler, Mark Goffinet, Frank & Rosemary Galish, Tom Micklas, Heather Sturdevant and Bill Thorne.

Public Comments

Mr. Mark Goffinet with the Medina County Auditor's Office. Auditor Kovack office has received the State of Ohio Certified Tax Rates for Medina County. County residents would see their tax bills mailed out by January 31st. Tax bills will also be posted on the Auditor's website. Tax payers living in districts sharing boundaries with Wayne and Ashland County will see a slight decrease in taxes due to the mandated appraisals. Brunswick Hills Twp. has the highest taxing district in the County. Medina City and Buckeye Local School District are the lowest in the County.

Trustee Sims made a motion to go into executive session with Bill Thorne from the Pros. Office regarding pending litigation and employment contract. It was seconded by Trustee Likley.

ROLL CALL-Sims-yes, Kratzer-yes, Likley-yes. Motion carried. The Trustees went into Executive Session at 7:03 p.m.

Trustee Sims made a motion to come out of Executive Session at 7:45 p.m. It was seconded by Trustee Kratzer.

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

Trustee Likley stated there were no decisions made in Executive Session.

Topics/Questions for Bill Thorne

Verizon Wireless Contract-Bill Thorne stated the legal work has been done but the Pros. Office was still waiting for information on the location of the easement the Township is going to give Verizon. Trustee Sims stated Tom Karris from the Pros. Office was working on the lease agreement and said that Verizon could be in direct contact with the Township Trustees in negotiating the easement location. Mr. Karris also informed Verizon's legal counsel that the 3 month termination clause in the contract was not acceptable to the Trustees. At the last contact she had with Mr. Karris he had not heard back from Verizon.

Trustee Sims stated that Lee and Martha Evans completed the questionnaire submitted by CTL Engineering including Phase 1 Environmental study for the Verizon tower site. A representative from CTL came to the Township to review that information with Mr. Evans. The questionnaire was also sent to Tom Karris at the Pros. Office for review and approval.

Page 2 Regular Trustees Meeting 1/15/09

Trustee Sims stated that on the questionnaire under C-2 the above ground storage tanks should be referenced.

IRS PENALTIES/INTEREST CLAIM

Bill Thorne stated their office had an attempted contact by Westfield Companies however no conversation has taken place but hopefully they speak with them tomorrow.

Zuber Contempt Hearing

This hearing will take place on January 22, 2009 at 9:00 a.m. Trustee Likley stated he spoke with Trina Devanney from the Pros. Office and Quadrant C of the Zuber Property will also be out of compliance by the hearing date. Trustee Likley stated Ms. Devanney said this would also be addressed at the hearing.

SOG Revisions

Some of these revisions have been sent to the Pros. Office for review i.e.

Fire Truck Purchase

Fire Chief Job Description

Open Records Policy-Bill Thorne stated he received a copy of Westfield Township's Open Records Mission Statement, Statement of Principles and Policy. He added he did review the policy with Fiscal Officer Evans and had no issues with the wording being changed to "shall" in paragraph V. In paragraph VI., the wording was changed to "a reasonable period of time". The only issue he had was with the Open Records Policy check mark #5 which read, "If the records need to be researched..." Bill stated that the Township should not do research for or on a public records request. It is not part of the public records law. Trustee Sims asked that Bill Thorne look at Exhibit A, which was the Records Retention and Destruction policy. She had a question of the word "incorporated" and would like clarification of some of the retention times for records. Bill Thorne stated he has not had the opportunity to review this document but when he did he would get back to the Township.

Resolution 2009-01 Resolution-Forced Account

Bill Thorne stated that Paragraph 4 needed to be changed because the current Competitive Bid Provisions require the Township to competitively bid if maintenance is \$45,000 or more for reconstruction or construction and if it is \$15,000 or more per mile. This is different than the Forced Assessment Account Form which needs to be filled out and signed by the County Engineer unless the job for maintenance is under \$15,000 for reconstruction or construction and if it is under \$5,000 per mile. The Township also can write the Resolution that if it is under \$15,000 and \$5,000 that you (Township) would do the formal estimate but the Township is not required to do a formal estimate under \$15,000 and \$5,000. Trustee Sims stated the Board would correct those figures and added that typically Lee Evans has done a cost estimate and put it in the file so it could be supported that the Township met the dollar amount criteria.

Page 3 Regular Trustees Meeting 1/15/09

Trustee Sims made a motion to approve Resolution 2009-01 regarding amended by the Pros. Office. It was seconded by Trustee Kratzer.

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

List of Correspondence

- Letter from the Dept. of Planning Services Preliminary Plan for Hilton Chippewa Landing Resort Cottages Subdivision. It will be heard on February 4, 2009 at 6:30 p.m. The Township's review needed to be submitted by January 21, 2009
- Letter from Pros. Office on Applicability of County Flood Plain Regs to Municipalities Re: Annexation Type 2
- Letter from Pros. Office on Review of Fire Chief's Snoddy
- Letter from Ron Fisher thanking the Fire Dept. for their services. Trustee Sims asked that a copy of this letter be placed in Fire Chief's Snoddy file.
- Mary Taylor State Auditor bulletin

Fiscal Officer Report

Fiscal Officer Evans stated the bills that needed to be paid before the Trustees this evening are in the amount of \$36,193.26.

Trustee Kratzer made a motion to approve payment of the bills as submitted. It was seconded by Trustee Sims.

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

Fiscal Officer Evans stated regarding the Township's investments Star Ohio has \$840,160.60. The checking account balance is \$153,987.10 after these bills have been paid.

Resolution 2009-02 Resolution For Open Meetings Under Sunshine Law

The new Trustee meeting day of the 1st and 3rd Thursday of the Month needed to be reflected in the document.

Trustee Sims made a motion to approve Resolution 2009-02 reflecting the meeting date change in the Trustees meeting notification policy. It was seconded by Trustee Kratzer.

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

Resolution 2009-03 Resolution To Establish Cell Phone Policy for Westfield Township Employees

Fiscal Officer Evans stated this is to reflect the motion made by Trustee Likley to adjust the cell phone policy to \$7.00 a pay period deducted for Road Supervisor Lee Evans.

Trustee Kratzer made a motion to adopt Resolution 2009-03 as submitted. It was seconded by Trustee Likley.

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

Page 4 Regular Trustees Meeting 1/15/09

Resolution 2009-04 Resolution To Participate in the Advance of Real Estate Taxes For The First Half Collection 2009

Trustee Kratzer made a motion to adopt Resolution 2009-04 as submitted. It was seconded by Trustee Sims.

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

Solid Waste Plan

Trustee Kratzer stated he received a package on January 15th from the Sanitary Engineer's Office. The Solid Waste Committee has drawn up a new 5 yr. update Plan. A copy of it is in the office and is 150 pages long. They are asking the Trustees to review it and adopt it. He added he thought the Trustees should wait until the next meeting in February to discuss it after the Trustees had the opportunity to review the draft. Trustee Kratzer stated the only things that have been changed in the Plan is a few more restrictions on haulers and where they can haul the waste. It takes 2/3 of the political subdivisions in the County to approve the Plan. The Trustees asked Fiscal Officer Evans to prepare a Resolution on the Solid Waste Plan for the next Trustee meeting.

OLD BUSINESS

Small Dump Truck Service Issues-Trustee Likley stated he faxed the info from Lee Evans on the history and service on the small dump truck to a dealer rep locally for Ford Motor but they have not gotten back to him. Trustee Likley stated he requested a history on the module that seems to be in constant repair. Trustee Kratzer stated he had history on farm equipment that had that same engine in it and there has been nothing but problems with it.

Hall Rental Insurance-Trustee Kratzer stated he spoke with Jim Zukero from OTARMA and he said the Township does have liability fire coverage regardless if we allow people to rent the townhall or park. If someone burned down the townhall while renting it, the Township's insurance would cover the rebuild and then they would go after that individuals insurance for restitution. Mr. Zukero recommended that we have the "renter" look into their homeowner's policy as they handle Erie insurance. Erie will add Westfield Township as an additional insured for the length of time the hall/park is being used. Trustee Kratzer stated he forwarded this information to Bill Thorne who suggested we add in the "hold harmless clause" and OTARMA would do the rest.

Trustee Sims stated at previous discussions it was determined the hold harmless clause was difficult to understand and read and during the policy and procedures discussion we (Trustees) wanted to make it understandable for the individual who wants to rent the hall/park. Trustee Kratzer stated Mr. Thorne took our policy and what OTARMA recommended and was going to combine the two. Fiscal Officer Evans stated the Township still has not received that document from Mr. Thorne.

Page 5 Regular Trustees Meeting 1/15/09

Trustee Likley stated that he was concerned if that a renter burned down the townhall due to their own negligence was the Township covered? Trustee Kratzer stated Mr. Zukero lead him to believe that the Township's insurance was good regardless of who rents the townhall. He added he could ask Mr. Zukero to put this in writing.

Trustee Sims stated the Township needed to get the "hold harmless clause" spelled out in layman's terms for the leasing of the townhall/park. Also the lease agreement says "Proof of Insurance" and that needed to be clarified and revised if necessary.

Website Transfer

Trustee Kratzer stated that the new web administrator had a death in the family. In the meantime an e-mail was sent out to all the Trustees and zoning board members to see if the website as it exists had anything missing on it so the DNS Server could be updated. Trustee Kratzer stated he hoped the website could be updated with the Comp Plan application and approved Trustee/zoning board minutes by Don Krolikowski initially and then transferred over for Kim to do within the next several weeks. He added he looked at the open tickets Kim Ferencz had sent Greg Anderson (previous web administrator) and the Comp Plan application was sent twice but never posted on the website. There was no activity from October 21st thru December 16th. So they would be posted ASAP. Trustee Sims stated Greg Anderson's contract was up in October and he was reluctant to stay on but the Township needed our domain name secured. Through Nov. and December individuals were contacted to possibly take over the web administration. It was not until January 2009 that Don Krolikowski was selected.

Trustee Kratzer stated during this process it was determined that the domain name was good until the middle of 2009. Kim Ferencz sent numerous documents to Greg Anderson to be posted on the website but that did not occur until around the 16th of December when Mr. Anderson's bill for \$250.00 arrived at the Township. Then the documents were posted. Trustee Kratzer concluded that the process is now moving forward as quickly as possible.

Trustee Sims stated because the Comp Plan Steering Committee application has yet to be posted there was a delay in the newspaper ad that went out because an interested individual could not access the application on the website. She added she felt the Board of Trustees has been criticized for not having the website updated. As long as we are moving forward now she felt we were on the right track. Trustee Kratzer interjected that the Comp Plan application was sent to be placed on the website on November 13th and again on December 16th because it was found not to be on the website. Trustee Kratzer stated that the website would hopefully be updated by sometime next week.

Joint Board Training Session (Zoning boards/Bill Thorne)

Trustee Sims stated this training session was well attended by the ZC and BZA. They discussed the following: what is a public record, record retention schedule, by-laws, etc.

Page 6 Regular Trustees Meeting 1/15/09

BZA Applications/Interviews

Ads for BZA, ZC members and the Comp Plan Steering Committee were placed in the Gazette and Trading Post. Trustee Kratzer and Likley asked that a date not be set this evening to go over such applications until individuals had a chance to respond to these ads. Trustee Sims stated the Township has a few applications on file and added there was not a full BZA board seated and felt that should be addressed. Trustee Likley stated he was informed today that his shift is changing at work as of February 1st and he would be going on afternoon shift. He has made arrangements to be in attendance at the Trustee meetings on the 1st and 3rd Thursday of the month however any additional meetings he would not be able to attend unless they are held on Monday evenings. Trustee Kratzer stated that Russ Zupanic submitted an application to be reseated on the BZA. There was also an application received by Dwayne Kramer as well as an application by a female resident. Trustee Sims stated she would contact the applicants on file to see if they were still interested in sitting on the BZA. A tentative date of February 2, 2009 at 7:00 p.m. has been set to interview applicants.

NEW BUSINESS

Township Inventory List (additions/deletions)

Mr. Evans would prepare a list. Trustee Sims stated she believed there was a statutory requirement date of when this inventory list had to be submitted.

CTL Engineering Environmental Survey

Trustee Likley stated this survey has been completed.

Issue 1 Money Application Process

Mr. Evans stated Fred Boreman gave a quick estimate to the Township on the Buffham Rd. project. This project would be from Lake Rd. to Westfield Rd. This project would consist of widening and asphaltting the road. Mr. Boreman's initial cost was \$330,000. Mr. Boreman had issues with mailbox aprons only being 30 ft. way from each other and some other issues down around the curve. Mr. Evans stated he could take care of the culvert and moving the ditch line prior to the application being submitted in August. The cost he and Mr. Boreman came up with was about \$350,000. The total cost to the Township would be around \$100,000 however there is no guarantee Westfield Township would get the grant money. The financial state of the Township needed to be included with the grant application and all that is taken into consideration.

Trustee Kratzer asked if there was anything in the cost analysis on the easements regarding the widening? Mr. Evans stated he did not know if that has been addressed. Trustee Kratzer stated that Buffham Rd. has always had a 15 ft. easement; 30 ft. from one side of the road to the other. A standard easement on a standard road is 60 ft. The whole length of Buffham Rd. is only 15 ft. Mr. Evans stated that's because it was one buggy lane wide and nobody pursued to get the added easements until the Township needed them. Mr. Evans stated he pursued a lot of extra easements through the ditch enclosures down Buffham Rd. He did not know about easements from Westfield Rd. to Lake Rd. but

Page 7 Regular Trustees Meeting 1/15/09

he would have Fred Boreman pull them up and he would get the easements. Trustee Kratzer stated that was why he would like to add a little money in the projected cost of the project to require the easements.

Trustee Likley asked, because of the length of time this grant application takes were there provisions for fluctuations in material costs? Mr. Evans stated that he was sure there was and that was why he stated the figure Fred Boreman gave now was just an estimate but when the application was submitted in August there would be hard figures.

MISC.

Trustee Likley stated he sent an e-mail out to the Board members to discuss having Kim Ferencz be in attendance at the Trustee meetings on Thursday nights. He added he felt it was advantageous for Kim to be available at the Trustee meetings for minute taking/transcription purposes but the decision was up to the Board. Per the provisions on which the Board hired Kim was that she could work up to 30 hours a week. This would be 4 more hours to cover the Trustees meetings.

Trustee Kratzer stated he received an inquiry that we only gave our Road Dept. a minimal raise and will give Kim Ferencz 10 more hours of work. He explained that the Trustees set a 20 hr. a week work schedule but up to 30 hrs. a week could be possible. That individual felt that gave Kim a 50% raise. Trustee Sims stated the Trustees set up to 30 hrs. a week for Kim's schedule but her work schedule right now is 20 hrs. a week. Trustee Kratzer added it would probably be advantageous to have Kim here to take the minutes. He added that every time he saw her at the Townhall she has headphones on retyping Trustee minutes. Trustee Sims stated she agreed that it would be advantageous for Kim to be at the meetings for ease of minute taking and transcription Even though we would be paying 4 additional hours a month it would save on efficiency. Trustee Likley stated if the cost for Kim to be here would be detrimental or an issue by her being able to get caught up on the meeting minutes it might free up additional time during her 4 day work week where she could take an hour off early.

All three Trustees agreed to have Admin. Assistant Kim Ferencz present at the Trustee meetings on the 1st and 3rd Thursdays.

Laptop Status and Recommendation

Kim Ferencz sent an e-mail to the Trustees that the laptop needs to be fixed. There are many error messages and the e-mails want to be compressed for more storage. The PDF converter also does not function properly. Kim also stated in the e-mail that she would like to download all the e-mails onto a DVD and then delete them off the computer. All e-mails are currently hardcopy archived.

Lee Evans stated he has seen the laptop and the error messages on it. He has also seen the magnitude of the e-mails on the computer. Bill Thorne stated at the joint board training session that the e-mails could be wiped off the computer if they are archived. Trustee

Page 8 Regular Trustees Meeting 1/15/09

Likley stated he recommended to Kim that once the computer was wiped clean and everything reinstalled that needed to be; that once a month Kim download the e-mails to disc and index it accordingly.

Trustee Sims stated she felt the computer needs to be analyzed for error messages and some of those seem serious. She added that the machine needed to be wiped clean and would like to ask Martha prior to that occurring how she would like the information on the computer stored and backed up. Fiscal Officer Evans stated since Kim uses that laptop that should be her decision. Trustee Sims stated that should be a joint discussion and decision between Martha and Kim. She added she believed there was an individual on the square that could be contacted to do this work. Heather Sturdevant interjected that she knew an individual who could do this work at no cost or minimal cost to the Township.

OTA Conference

Trustee Likley stated he sent in his application but now would not be able to attend the OTA Winter Conference due to his work schedule. Trustee Sims stated she planned on attending but could not confirm her attendance at this time so if she would go she would just seek reimbursement. She went on to state that Heather Sturdevant would like to attend the conference as well. Trustee Sims stated Heather Sturdevant was in a unique position with the Township as she sits on the Zoning Commission and is also Fire Committee resident representative and would benefit from attending this conference. Trustee Sims stated the Chairman of the BZA Mike Schmidt also expressed an interest in attending but has not gotten back to her.

Regarding Kim's attendance at OTA, it was previously discussed that since Kim also worked for Medina Township that such conference costs be shared between the two entities. However Medina Township has decided not to approve any overnight seminars this year. Kim has asked Westfield Township to pay for the OTA registration fee and daily food expense and she would pay for her hotel. Trustee Sims stated she would also like to offer this to Heather Sturdevant and there would be mileage reimbursement as well.

Trustee Sims made a motion to approve the registration cost for Kim Ferencz, Heather Sturdevant and herself to attend the OTA Winter Conference and to cancel Trustee Likley's registration and request a refund. It was seconded by Trustee Kratzer.

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

Trustee Likley stated that Kim Ferencz also asked the Trustees to consider the purchase of a bookshelf/desk for organization. Trustee Likley stated he would follow up with Kim to see what she was requesting. Kim Ferencz also requested a copy/fax machine (but stated that this may not be financially feasible for the Township at this time.) Trustee Sims stated she would like to know how much the Township spent on toner? She added

Page 9 Regular Trustees Meeting 1/15/09

she has had frustration with the copy machine. Trustee Kratzer stated he had issues with the copy machine as well the last time he was up at the townhall to make copies.

Mr. Evans interjected that he too was going to attend the OTA conference (Thursday) and would go with the Fiscal Officer. If the weather was bad he would have Kevin Evans at the Townhall in his absence that day. Trustee Sims asked if the Township paid for Mr. Evans registration? Fiscal Officer Evans stated it was on the list of bills the Trustees approved to be paid this evening. Trustee Sims stated she did not know Mr. Evans was interested. Mr. Evans stated that was why he asked to be recognized. Trustee Likley stated the listing of bills only read OTA \$80.00 and did not know that was for Fiscal Officer Evans and Mr. Evans but felt it was important for Mr. Evans to attend.

Proposed Seville Annexation Update

Trustee Sims stated it was her understanding that Seville has voted down the Westfield Township portion of the annexation. No further action was now required by the Trustees.

Comp Plan Orientation Meeting

Trustee Sims stated she spoke with all those who filled out an application to sit on the Steering Committee except for one. There were approximately 20 individuals and they all said they could make the meeting on January 22, 2009 at 7:00 p.m. She added that the Comp Plan consultant, Mr. Majewski from Northstar Planning would plot out the address locations of the applicants to make sure there was a cross section of individuals from each quadrant of the Township represented. He would also explain the Comp Plan process and procedures to all those present that evening.

Meeting Minutes

The Trustees signed the approved amended meeting minutes from the following meetings: Nov. 3, 2008

Nov. 17, 2008

Nov. 21, 2008

Draft meeting minutes were received on the following meetings:

September 15, 2008

October 6, 2008

December 1, 2008

December 5, 2008

December 15, 2008

December 29, 2008 Records Retention

December 29, 2008 Year End Meeting

September 15, 2008 Meeting Minutes

Trustee Sims made a motion to approve the September 15, 2008 meeting minutes as amended. It was seconded by Trustee Likley.

Page 10 Regular Trustees Meeting 1/15/09

ROLL CALL-Kratzer-no, as he felt the minutes were already transcribed and presented to the Trustees and those minutes were o.k. and did not need to be re-written. Sims-yes. I vote yes on the revised and expanded meeting minutes especially regarding several of the pending litigation issues, Likley-yes. Motion carried.

December 1, 2008 Meeting Minutes

The Trustees stated they do not want a retype of letters in the minutes just a synopsis of what is said and the wording "copy attached to the meeting minutes." This would be conveyed to Kim.

Trustee Kratzer made a motion to approve the December 1, 2008 meeting minutes as amended. It was seconded by Trustee Likley.

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

December 5, 2008 Special Meeting

Trustee Kratzer made a motion to approve the December 5, 2008 meeting minutes as amended. It was seconded by Trustee Sims.

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

December 15, 2008 Meeting Minutes

Trustee Kratzer made a motion to approve the December 15, 2008 meeting minutes as amended. It was seconded by Trustee Sims.

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

December 29, 2009 Records Retention Committee Meeting Minutes

December 29, 2009 Special Trustee Meeting Minutes

Trustee Sims made a motion to table the approval of the December 29, 2008 Special Meeting minutes and the December 29, 2009 Records Retention Committee Meeting minutes pending further review. It was seconded by Trustee Kratzer.

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

The meeting minutes

Page 5 regarding what the levy brought in Fiscal Officer Evans stated

Meeting Announcements

Fire Committee-January 18, 2009 at 7:00 p.m.

Next Reg. Trustee Meeting-February 5, 2009 at 7:00 p.m.

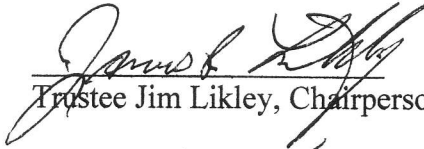
Trustee Kratzer made a motion to adjourn the meeting. It was seconded by Trustee Sims-yes.

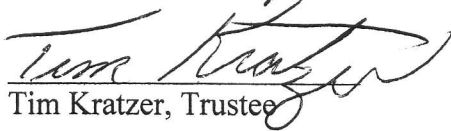
ROLL CALL-Kratzer-yes, Sims-yes, Likley-yes. Motion carried.

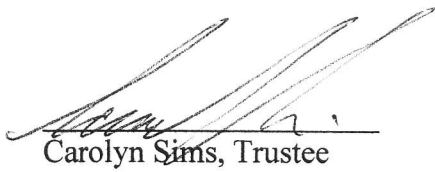
The meeting was officially adjourned at 10:30 p.m.

Page 11 Regular Trustees Meeting 1/15/09

Respectfully Submitted,
Kim Ferencz, Westfield Township Admin. Ass't.


Trustee Jim Likley, Chairperson


Tim Kratzer, Trustee


Carolyn Sims, Trustee

RESOLUTION 2009-03

A RESOLUTION TO ESTABLISH CELL PHONE POLICY FOR WESTFIELD TOWNSHIP EMPLOYEES

The Westfield Township Board of Trustees, Medina County, Ohio met in regular session January 15th, 2009 @ 7:00 pm at 6699 Buffham Road with the following members present:

JAMES LIKLEY- CAROLYN SIMS - TIMOTHY KRATZER

Timothy Kratzer offered the following resolution and moved the adoption of same which was duly seconded by James Likley.

The Westfield Township Board of Trustees, Medina County, Ohio, in compliance with IRS and Ohio State Auditor's recommendation that a cell phone policy be established for township employees is as follows:

CELL PHONE POLICY: Westfield Township Trustees find it is both a proper public purpose and necessary to carry on the work of this community in an efficient manner to provide cell phones to the township personnel as they deem needed. Township Employees issued cell phones will have \$7.00 deducted from their Bi-Weekly wages for personal use. Township Employees that use their personal cell phone to conduct township business may be reimbursed \$10.00 per month for township business.

ROLL CALL VOTE: Likley, aye
Sims, aye
Kratzer, aye

ADOPTED: January 15, 2009

ATTEST: Martha J. Evans
Martha J. Evans, Fiscal Officer
Westfield Township

I, Martha J. Evans, Fiscal Officer of Westfield Township, Medina County, Ohio, do hereby certify that the foregoing is a true and Correct copy of a resolution adopted by Westfield Township Trustees on **January 15, 2009.**

ATTEST: Martha J. Evans

RESOLUTION 2009-04

**A RESOLUTION TO PARTICIPATE IN THE ADVANCE OF REAL ESTATE
TAXES FOR THE FIRST HALF COLLECTION 2009**

The Westfield Township Board of Trustees, Medina County, Ohio, met in regular session January 15, 2009 at 7:00 PM at 6699 Buffham Road with the following members present:

JAMES LIKLEY – CAROLYN SIMS – TIMOTHY KRATZER

Timothy Kratzer offered RESOLUTION 2009-04 and moved the adoption of same which was duly seconded by Carolyn Sims.

WHEREAS, the Westfield Township Board of Trustees deem it prudent to participate in the advance collection of taxes as they become available and;

WHEREAS, the Westfield Township Board of Trustees, Medina County, Ohio was advised by the Medina County Auditor that the advance collection of taxes as they become available is an option and;

NOW THEREFORE, BE IT RESOLVED by the Westfield Township Board of Trustees, Medina County, Ohio that Westfield Township will participate in the advance collection of real estate taxes as they become available.

ROLL CALL: Likley, aye
Sims, aye
Kratzer, aye

Adopted: January 15, 2009

ATTEST: Martha J. Evans
Martha J. Evans, Fiscal Officer
Westfield Township

I, Martha J. Evans, Fiscal Officer for Westfield Township, Medina County, Ohio, do hereby certify that the foregoing is a true and Correct copy of a resolution adopted by Westfield Township Trustees on **January 15, 2009**.

ATTEST: Martha J. Evans

RESOLUTION 2009-02

RESOLUTION FOR OPEN MEETINGS UNDER SUNSHINE LAW

The Westfield Township Board of Trustees, Medina County, Ohio met in regular session January 15, 2009 @ 7:00 pm at 6699 Buffham Road with the following members present:

JAMES LIKLEY – CAROLYN SIMS – TIMOTHY KRATZER

Carolyn Sims offered the following resolution and moved the adoption of same which was duly seconded by Timothy Kratzer:

The Westfield Township Board of Trustees, Medina County, Ohio, in compliance with RC 121.22(F), hereby establishes the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Board.

1. Regular Meetings

Regular meetings of the Board will be held the first and third Thursday of each month at 7:00 pm. Unless otherwise provided, all meetings will be held at the Westfield Township Municipal Complex, located at 6699 Buffham Road.

The fiscal officer shall give notice of regular meetings by posting a copy of this Resolution on the bulletin board at the Township Hall and notify The Gazette. If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in this section at least 2 days prior to the meeting.

2. Special and Emergency Meetings

Special meetings of the Board will be held at the call of the Board, any two members of the Board, or the Chairperson. The call for a special meeting shall specify the date, time, location and purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The fiscal officer shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting as provided for giving notification of regular meetings. Notice shall be given as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

If there is sufficient time to provide twenty-four hours' notice, the fiscal officer shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in section 3.

3. Notice to news media of Special and Emergency Meetings

News media who have requested notice of special meeting shall be individually notified by the fiscal officer of the date, time, location and purposes of any such meeting at least twenty-four hours in advance of the meeting. If the meeting is an emergency meeting, the member or members calling it shall immediately notify the

media who have requested notification of the date, time, location and purposes of the meeting.

4. Notice of meetings to discuss particular business

The fiscal officer shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed, to any person who has requested such notice. If time permits, such notice shall be by mail. Otherwise, telephone notice shall be given. A request for notice shall be in writing directed to the fiscal officer, shall state the requestor's name, address, telephone number, and the nature of the public business in which the requestor has a particular interest and desires notice, and shall be accompanied by a supply of stamped, self-addressed envelopes for mailing notice. Any such request shall remain in force for 6 months from the date of the written request.

5. Special Notice required by law

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.

ROLL CALL VOTE: Likley, aye
Sims, aye
Kratzer, aye

ADOPTED: January 15, 2009

ATTEST: Martha J Evans
Martha J Evans, Fiscal Officer
Westfield Township

I, Martha J. Evans, Fiscal Officer for Westfield Township, Medina County, Ohio, do hereby certify that the foregoing is a true and Correct copy of a resolution adopted by Westfield Township Trustees on **January 15, 2009**

ATTEST: Martha J Evans

RESOLUTION 2009-01

RESOLUTION AUTHORIZING THE TOWNSHIP ROAD DEPARTMENT TO PROCEED IN CERTAIN INSTANCES BY FORCE ACCOUNT IN THE RECONSTRUCTION, IMPROVEMENT, MAINTENANCE AND REPAIR OF ROADS AND CULVERTS

The Westfield Township Board of Trustees, Medina County, Ohio, met in regular session January 5, 2009 @ 7:00 PM at 6699 Buffham Road with the following members present:

JAMES R. LIKLEY – CAROLYN R. SIMS – TIMOTHY L. KRATZER

Timothy Kratzer offered the following resolution and moved the adoption of same which was duly seconded by James Likley.

WHEREAS, it is necessary to continually reconstruct, repair and maintain roads and culverts under Township control, for the safety, health and use of the public; and

WHEREAS, it has been determined by the Board, that the health, welfare and safety of the people of Westfield Township can best and most efficiently be served by utilizing force account, when not otherwise required by law to use competitive bidding, in matter pertaining to the reconstruction, improvements, and maintenance and repair of Township roads and culverts.

NOW THEREFORE, BE IT RESOLVED by the Westfield Township Board of Trustees, Westfield Township, Medina County, Ohio:

1. That Lee Evans Road Maintenance Supervisor, Westfield Township, Medina County, Ohio, be and is hereby authorized to use Township employees in the reconstruction, improvement, maintenance and repair of Township roads, and culverts during the fiscal year 2009, when not otherwise required by Section 5575.01 of the Ohio revised Code or other sections of law for said work to be let by competitive bidding.
2. That the Board reserves unto themselves the right and authority to make all purchases of material and equipment, or enter into any leases for equipment, or enter into any subcontracts for any part of said work.
3. That all force account work shall be in accordance with Chapter 5575 of the Ohio Revised Code.
4. That Westfield Township, Medina County, Ohio shall provide written estimates for road project files where under division (A) of Section 5575.01 the project for maintenance and repair is fairly determined to be less than **fifteen thousand** dollars, and under division (B) of that Section for road reconstruction projects of less than **five thousand** dollars per mile.

5. That all road projects for which it fairly appears that the cost thereof can exceed the amount set forth above, that a formal estimate from the Highway Engineer on that state approved form be obtained.
6. That all force account work under this section shall be under the direction of Township Trustee in charge of roads and Westfield Township Board of Trustees.

ROLL CALL VOTE: Likley, aye
Sims, aye
Kratzer, aye

ADOPTED: January 5, 2009

ATTEST: _____
Martha J. Evans, Fiscal Officer/Clerk
Westfield Township

I, Martha J. Evans, Fiscal Officer of Westfield Township, Medina County, Ohio, do hereby certify that the foregoing is a true and Correct copy of a resolution adopted by Westfield Township Trustees on **January 05, 2009**.

ATTEST: _____