

WESTFIELD TOWNSHIP BOARD OF TRUSTEES

MARCH 23, 2009

SPECIAL MEETING-General Business and Permanent Appropriations 1:30 P.M.

Chairperson Jim Likley called to order the special meeting of the Westfield Township Board of Trustees at 1:30 p.m. Trustee Sims, Likley and Kratzer were present as well as Administrative Assistant Kim Ferencz and Fiscal Officer Martha Evans. The following: were also in attendance, Stan Scheetz, Ron Oiler, Heather Sturdevant, Denise Moteleski, Lee Evans, and Gary Harris. The purpose of the special meeting was to review and set final appropriations and general business.

Public Comment

Ms. Moteleski asked why this meeting was being held in the middle of the day? Chair Likley stated it was originally set for last Monday but Fiscal Officer Evans was not available to review the final appropriations which are due on April 1, 2009 so it was rescheduled for today. Another reason for meeting in the middle of the day was that Chair Likley's full-time job changed schedules and he was now working afternoons. His days off were Sunday and Monday. Fiscal Officer Evans was able to be present this Monday afternoon for this meeting. Chair Likley continued that he has made special arrangements with his employer to work a different schedule on the nights of the regularly scheduled Trustee meetings. This new schedule should not be permanent and he should return to working days in June.

Mr. Scheetz asked the Trustees if there was anything they needed him to be present for at today's meeting? Chair Likley stated no. Trustee Sims stated the Board's business today did not involve Mr. Scheetz.

Zoning Report

ZI Harris stated he was present to address a lot split before the Trustees and to have the Board sign the lot split. The lot split was for Don George for 25 acres to be split off from 99.116 acres.

ZI Harris stated there is a court case regarding the airstrip on Mr. George' property. The court case says Mr. George could not create the three lots he originally applied for a variance for in 2004. ZI Harris continued that he contacted the Pros. Office about the status of the air field. The airfield cannot cross property lines. ZI Harris stated that Trina Devanney from the Pros. Office was going to fax him something over today at the Townhall regarding concerns about the airport but he has not received it. ZI Harris stated there were two options. The Trustee could sign off on the lot split. If somebody buys the 72 acres and wants to use it as an airport, they could not land an airplane because they would have to go over this property. It would be the new owners issue to make sure the airport stayed on the 74 acres. Trustee Sims stated she believed she read an e-mail on this lot split but just came in at 3:00 a.m. this morning from out of Town. Ass't ZI Evans stated it was just a general email on lot splits from the Pros. Office. It stated that the

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Township does not have any jurisdiction over other governmental agencies regarding lot splits. If the lot split meets the zoning code as it pertains to acreage and frontage requirements etc. then the Township must approve the split. If the FAA won't let it be an airport that would be their jurisdiction not ours.

ZI Harris said that Ms. Devanney stated (but needed to run it past Bill Thorne) that the Trustees could write something on the mylar about the airport or do nothing.

Trustee Sims asked Mr. George how much of the airstrip was on the new lot? Mr. George stated he did not think the airport had anything to do with this as the lot split was still in his name. Chair Likley stated technically it doesn't as it meets the zoning code. He asked Mr. George if he was aware of the court case? Mr. George stated he has had enough of that. If he wanted to land his plane on that land he would. He added the only one that could shut this airstrip down was him. Mr. George continued that he is the owner of the property and he could continue to split the property and do what he wants to with it.

Chair Likley stated until the 25 acres were sold to someone else there was no issue. ZI Harris stated he would call Trina to see if any documentation was coming. The only other option would be to turn the airfield north and south. Mr. George stated he was not going to do that.

Trustee Sims asked if the airstrip was an easement that should be on the mylar? Mr. George stated the State of Ohio says if somebody has a piece of property large enough to land one's personal airplane on it you can do that. He added that we have been through this too many times and \$20,000 later.

The Board asked ZI Harris to see if he could contact Ms. Devanney before the signed off on the lot split for Mr. George.

Fire Chief Contract

Chair Likley stated the Fire Chief Snoddy's contract expires March 31, 2009. At this time we have not received the recommendations back from the Pros. Office though they are expected to be in by the end of the week. Fire Committee has a meeting scheduled for Sunday March 29, 2009.

Trustee Sims asked how long the Pros. Office has had the contract to review? Heather Sturdevant stated there were several revisions made and they have been given to the Pros. Office each time. Bill Thorne was on vacation and has not had a chance to review the document. Bill Thorne stated he planned on having the document back to the Fire Committee by the end of the week.

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Chair Likley made a motion to extend Fire Chief Jack Snoddy's contract until April 30, 2009 until further review and legal opinion was received by the Prosecutor's Office. It was seconded by Trustee Kratzer.

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

Trustee Sims asked that Kim Ferencz and Martha Evans complete the Medina County Comprehensive Plan Grant Assistance Program application. A copy of the form to be attached to the approved meeting minutes.

Chair Likley stated that Mr. Evans has prepared a few letters to send to the Medina County Engineer's Office for motor paving and a ditch profile of Westfield Landing Rd. as well as to look at Eastlake Rd. starting at the railroad tracks east to Ryan Rd. for 1" 404 concrete asphalt. This will need to go out for bid and the Township will do so accordingly.

Trustee Sims stated half of Eastlake Rd. was Westfield Township and the other half was Lafayette Twp. Mr. Evans commented that you cannot pave half of one side of the road. From the railroad tracks to Lake Rd. was Lafayette's responsibility.

ZI Harris stated he could not get through to Trina.

Chair Likley stated the Trustees would sign the mylar and the 25 acre lot split would remain in Mr. George's name along with the other remaining property. Mr. George understands the court ruling and impact of any future lot splits. Trustees Kratzer and Likley signed the lot split.

Correspondence

- Letter received by the Pros. Office on the Show of Cause Hearing on the Zuber property. This would take place on April 1, 2009. ZI Harris confirmed documents and pictures have been addressed.
- Letter from Time Warner about the collection of a franchise fee. Fiscal Officer Evans contacted the Pros. Office about a sample Resolution the Trustees could use in order to take care of this. Fiscal Officer Evans stated she made modifications pertinent to Westfield Township and this could be addressed at the next Trustees meeting. Secretary Ferencz confirmed that a letter was sent to Time Warner about the Township's intent to pass a Resolution regarding the collection of the franchise fee.

Trustee Sims asked if there was any recommendation about the percentage of the franchise fee to be collected? Fiscal Officer Evans stated that decision was up to the Board of Trustees. Brunswick Hills Twp. collects up to 5%.

Trustee Kratzer asked, if the Trustees pass the franchise fee would this be added on to cost for the subscriber? Chair Likley stated he believed so. The collection of this fee

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has not come before the Trustees before. Fiscal Officer responded because it was fairly new. If you read the letter the new law became effective on September 24, 2007. On February 18, 2009 the Ohio Dept of Commerce issued Time Warner its authorization effective immediately.

The Trustees signed their approved, as amended, meeting minutes of their February 2, 2009 and February 16, 2009 meetings.

Trustee Sims stated she was in receipt of the well head pollution protection plan for the Westfield Center Medina County well. She added she participated over the last year with the EPA to put this plan together. This is a draft document. Once the revisions are completed the Sanitary Engineer will submit it to the EPA for endorsement of the plan. On April 8, 2009 at the elementary school, the Sanitary Engineer will hold the well head informational meeting for residents. Trustee Sims stated she would give Jim Troike (Sanitary Engineer) a call and see if there could be some promotion of the meeting placed in the local newspapers.

Trustee Sims continued that one of the interesting points under designated responsibilities is the Township would be working with them to do signage that this is a protected area because of the aquifer. There is contingency and emergency planning for the potential of a railway spill, a gas or oil well leak etc. Trustee Sims stated she would also be contacting ODNR if they would be interested in monitoring the neighboring wells as they have done in the past to analyze the water quantity and quality.

Mr. Evans stated when he was down at the Medina County Township Association Meeting there was a product discussed called Replay. He would like to try this product on the east end of Buffham Rd. to see if it extends the longevity of the road. The product seals out moisture. If we could get another 5-6 yrs. out of that road as the manufacturer as stated, then he would like to try the product. The cost is \$7500 a mile. Mr. Evans stated the Township would be looking at around \$11,000 to reseal the east end of Buffham Rd. between Lake and Ryan rd. Mr. Evans stated he would have to crack seal first before this product could be applied.

Chair Likley stated the company has provided references and he would like Mr. Evans to call the references to see if they have seen results with this product. Mr. Evans stated he would, and also called Mike Salay to see what the County Highway Engineer's Office has to say about the product as well. He added he hoped to have additional information and pricing by the next Trustees meeting on April 2, 2009.

Approval of Minutes

March 5, 2009 Regular Trustees Meeting Minutes

Trustee Kratzer made a motion to approve the March 5, 2009 Regular Trustees meeting minutes as amended. It was seconded by Chair Likley.

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

Received today

February 5, 2009 Regular Trustees Meeting Minutes

The Trustees just received these minutes today and would table their approval accordingly.

APPROPRIATIONS

Chair Likley stated that Fiscal Officer Evans answered his question about the Trustees salary and daily rate which is \$51.00 and some change not to exceed 200 days a year. His second question was on the appropriations for township staff/township secretary. At the Trustees temporary appropriations meeting this was to be entitled Administrative Staff. This change is to be made under 1000-110-112-6559.

Next, regarding 1000-110-211-000 Ohio Public Employees Retirement System, in 2008 we appropriated \$7600.00. In 2009 we are appropriating \$9000.00. In 08 we used 50% of the appropriated funding. Chair Likley asked if the Township is anticipating a rise in this cost? Fiscal Officer Evans responded, you add the Trustees, Admin. Assistant, Fiscal Officer together and take 14%. Last year you did not have that one line item (Admin. Assistant).

Under 1000-110-221-000 Medical and Hospitalization it was split out for Mr. Evans and Chief Snoddy. Less appropriated in 2009 than in 2008 because those costs have been split out between road and the fire dept. The same for 1000-110-222-000 Life Insurance. Fiscal Officer Evans stated that was correct.

Under 1000-110-230-000 Workers Compensation that too was split out between roads for Mr. Evans and fire for Chief Snoddy. Fiscal Officer Evans again stated that was correct.

Regarding 1000-110-230-2678 Workers Compensation Group Fee, in 2008 no money was appropriated and for 2009 \$1000.00 has been appropriated. Fiscal Officer Evans stated this line item was there last year it was just in General Fund. She added the Township is in a group to get a better rate on the workers comp fee.

Regarding Postage (1000-110-342-000), in 2008 \$700.00 was appropriated and in 2009 it is \$300.00. Fiscal Officer Evans stated that she bought \$.41 stamps last year and she doesn't need to buy as many this year.

Regarding Contracted Services Group Fee in 2008 we appropriated \$948.00 and used 100%. In 2009 we have no listing. Fiscal Officer Evans stated that was the Workers Comp Group Fee. She renamed it so the Trustees would know what it was.

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Chair Likley stated when he spoke to Fiscal Officer Evans he asked her about the Fidelity Bond which was the Fiscal Officers bond coverage for last year which was not required this year. Fiscal Officer Evans stated the Trustees might want to add it because every time you change a Fiscal Officer a new bond is required.

Trustee Sims asked about 2181-130-290-6589 which was the Employees Fringe Benefit Unemployment Charge. Fiscal Officer Evans stated she re-titled it as Unemployment Compensation under Zoning (2181-130-140-000.) Trustee Sims stated anyone of the Township's employees could be entitled to unemployment compensation, though the bulk of the Township's employees did fall under zoning. Fiscal Officer Evans stated there would only be 2/3 other employees that this could effect but if was not needed now then don't add it. It could be added at a later date.

Trustee Sims asked for confirmation that 1000-130-360-0000 Contracted Services was put under Zoning (2181-130-360-0000) in the amount of \$34,400 for the Comp Plan. Fiscal Officer Evans stated that was not correct. She stated that if you look under 1000-130-160-000 the carryover amount is \$27,500. That is the purchase order that the Trustees made for Northstar Planning in 2008. It must stay there. Under 2181-130-360-0000 there is \$7,705.00. That money is for additional expenses which you already have i.e. \$5,000 for the annexation attorney and \$2,000 for the additional services for Northstar to complete a study on the Greenwich Rd. /Lake Rd. corridor. Therefore \$705.00 is left.

Trustee Sims stated per her notes, during temporary appropriations the Trustees re-designated the Comp Plan fee under 2181. Fiscal Officer Evans interjected that she told the Trustees that could not be done. You (Trustees) signed the purchase order at the same time as the contract with Northstar. It has to stay in the General Fund until it is used. Chair Likley stated once that money is exhausted then any additional funding can be put under Zoning-2181-130-360-0000 Contracted Services. Fiscal Officer Evans added that money will be exhausted very soon and then you will have to make a new Resolution to move whatever the new amount is determined to be from General Fund 1000 to 2181 Zoning. Trustee Sims stated we could do it now under permanent appropriations with the understanding...Fiscal Officer Evans state no, the Trustees would need to pass a Resolution first.

Chair Likley stated under 1000-410-190-4449 Cemetery Salaries, in 2008 \$2000.00 was appropriated and 16% of that was used. In 2009 there is no listing. The funding in 2008 was if Mr. Evans did work in the cemetery. Fiscal Officer Evans stated it was hard for Mr. Evans to break that out especially if he was there for short periods of time. She added she did not feel he worked there often or long enough to have to break that out. Therefore 410-190-4449 would be omitted as well as 1000-610-360-6622 which was for Park Salaries. Trustee Sims stated those should not be omitted as they help track Mr. Evans

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hours if he has a funeral or does work in the park. That money should not be coming out of Road and Bridge. Trustee Kratzer stated he did not feel there were that many times where Mr. Evans was working in the cemetery or park that it would make or break Road and Bridge. If it made it simpler to do it this way then to break it down he would go along with the recommendation of the Fiscal Officer.

Trustee Sims stated that Mr. Evans worked as Road Superintendent, Ass't Zoning Inspector, caretaker of the Cemetery and occasionally works on the fire equipment, so his hours should be billed to the proper funding category for each of those work distinctions and not all out of Road and Bridge. Chair Likley stated it was a valid point. Chair Likley asked Fiscal Officer Evans if she could reallocate fund 410-190 for \$1,000.00? Fiscal Officer Evans stated yes and asked about 610 Parks? Trustee Kratzer stated the big ash tree would probably be coming down and Mr. Evans would probably assist Westfield Center in that undertaking. It would be cheaper to have Mr. Evans haul the larger logs from the tree instead of hiring outside help. Trustee Sims stated in 2007 there was \$4500 appropriated under 610-190-6106 and \$3,432.00 was spent. Fiscal Officer Evans stated Westfield Center did not take over the parks until 2008. Mr. Evans did all the work in 2007 that is why \$3,432.00 was spent.

Chair Likley stated under 610 Salaries, in 2008, \$500.00 was appropriated and \$30.90 was spent. Fiscal Officer Evans stated that was because Mr. Evans only did about hour or so of work in the park. Trustee Sims stated we needed to raise the bar on our record keeping if Mr. Evans was going to do work in multiple areas as they relate to the funding categories. Mr. Evans would need to reflect that on his timesheet accordingly. Trustee Kratzer stated that for such little amounts of money, he did not feel going through and breaking those funding categories up for Mr. Evans was necessary. Trustee Sims stated that keeping accurate records was necessary.

Chair Likley stated \$1,000.00 would be allocated under 410-190 Salaries Cemetery Wages for Mr. Evans when he did work in the cemetery. Under 610-190 Park Salaries there would be \$1,000.00 allocated. Any work Mr. Evans did in the cemetery or park would be billed to the appropriate fund.

Chair Likley continued that under 610-330 Travel and Meeting Expenses, in 2008 \$100.00 was appropriated and for 2009 there is no listing. Fiscal Officer Evans stated was because Trustee Kratzer, Ron Oiler and Mr. Evans went to a seminar in 2008 regarding the ash tree and this year they did not go. Trustee Kratzer stated none of the individuals who went turned anything in to be reimbursed for. Trustee Sims asked if the seminar was free? Fiscal Officer Evans stated yes it was.

Chair Likley stated regarding 610-360 Contracted Services Park Maintenance, this

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is our agreement with the Village for park maintenance. Fiscal Officer Evans stated yes. Trustee Sims stated she would like it titled accordingly. Chair Likley stated in 2008 there was \$4500.00 appropriated and in 2009 there is \$7000.00 appropriated. Trustee Kratzer stated there would be snow removal and the potential removal of the Ash tree so that was why more was appropriated for this year. He added the estimated cost last year to just to remove the tree was a little over \$4000.00. Trustee Sims stated she would like Electricity, Contracted Services and Improvement under the 1000-610 series labeled Parks so the Trustees would know what those categories were for. Fiscal Officer Evans stated this was done at the beginning of the year and it would not be possible to move all this around now. Trustee Sims stated we are not moving we are just re-labeling. Fiscal Officer Evans stated in the system you would be creating a different account.

Trustee Sims stated during temporary appropriations, the Trustees moved 1000-220-190-0000 which was the Fire Chief's Salary to (2191) Fire Levy. Fiscal Officer Evans stated that was correct. Trustee Sims continued that she thought also during temporary appropriations that category 2191-220-369-6500 Contracted Services for Sheriff Dispatch Service for \$9000.00 was moved to Buildings under 1000 960 720 0000. Fiscal Officer Evans stated no, it was not in General Fund. Trustee Sims stated during the temporary appropriations on December 5, 2008 she asked to move the category line Sherriff Dispatch in the amount of \$9,000.00 that was appropriated and not spent last year to General Fund 760-720-000 Buildings. Fiscal Officer Evans stated she did not know what the Trustees did at the temporary appropriations meeting. She added she was looking at the permanent appropriations and the current Sherriff Dispatch Services would cost the Township \$9091.00 this year.

Trustee Sims responded, in your proposed budget you allocated \$8500.00 for Sherriff's Dispatch Services. Fiscal Officer Evans stated it would need to be changed to \$9091.00. In Capital Outlay you will then have to move money out to cover the difference between \$9091.00 and \$8500.00 so instead of \$125,000 you will have to take subtract \$591.00 from that amount.

The Trustees returned to discuss under 610-360 Contracted Services Park Maintenance and questioned if \$7000.00 would be enough. Trustee Kratzer stated, let's change it to \$9000.00 so make sure that if the Ash tree had to be removed that there would be enough money to do so.

Trustee Sims continued that during temporary appropriations under 1000 120 190 Other-Salaries, the Trustees re-titled that Hall Opening. Fiscal Officer Evans stated she labeled the fund Salaries Hall Opening and Closing and Cleaning. Trustee Sims stated it was not on the print out; Fiscal Officer Evans was writing the information in. Fiscal Officer Evans stated she had to hand write the information because it could not be changed now in the system it had to be done at the beginning of the year. Trustee Sims stated that the

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Trustees spent three hours re-titling some of the categories during temporary appropriations to make them easier to understand and now it seems on the appropriation budget submitted by Fiscal Officer Evans that information was not taken into account. She added that some of the categories were re-titled by Fiscal Officer Evans and asked; now you can't re-title the others? Fiscal Officer Evans responded she was not perfect and asked Trustee Sims if she was.

Trustee Sims stated 1000 120 190 would be re-titled to Other Salaries-Building Opening and Closing and Cleaning. Chair Likley stated yes. Trustee Sims stated the reason for the change was what if Mr. Evans came up and opened the building and Kim did the cleaning separate from her current job description.

Chair Likley stated he spoke with Fiscal Officer Evans about the transfer to the Fire Levy of the \$150,000 from the General Fund. Chair Likley asked Fiscal Officer Evans to go over that information for all the Trustees to understand. Trustee Sims stated the Trustees passed a resolution to transfer \$150,000 from General Fund to Fire Levy for the fire truck purchase. Fiscal Officer Evans stated the money has been appropriated but not taken out. You don't need it. You have over \$100,000 in your fire fund. When you need it, then you would transfer the amount you need. Chair Likley stated because of the extra money we received from the Village in the amount of \$54,000 due to an error in the contract, was it better to put that \$54,000 into the General Fund? Fiscal Officer Evans stated you can't. That money needs to go into the Fire Levy Fund. Chair Likley stated we already dedicated \$150,000 to go from the General Fund into the Fire fund. Doesn't that money have to go into the Fire Levy Fund? Fiscal Officer Evans stated no, unless you think you need it. You can advance the \$150,000 or less but not more.

Trustee Sims stated on 12/3/08, the Trustees approved the advancement of \$150,000 from the General Fund to the Fire Levy Fund. While Bill Thorne was present and upon his advice, we appropriated the money to the Fire Levy Fund to be able to sign the purchase agreement to encumber that amount. Fiscal Officer Evans stated you encumbered \$75,000 at that point because that was all that was needed. Once the money is put in the Fire Levy fund it could not be taken out. Trustee Kratzer stated we appropriated that amount but it would not be moved until we need it. Chair Likley stated we made a commitment to appropriate \$150,000 to the Fire Fund. As invoices come in for the various items for the fire truck, that money could be moved in the Fire Levy Fund as needed.

Chair Likley then asked if the full \$150,000 did not have to be moved, do the Trustees then need to rescind the resolution? Fiscal Officer Evans stated no action would be necessary. Fiscal Officer Evans stated that she added the \$54,000 to the budget through the amended certificate of estimated resources.

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Chair Likley stated that under Motor Vehicles License Tax (2011) Supplies and Materials, in 2008 \$800.00 was appropriated. In 2009 it is \$50.00. Mr. Evans stated he has purchased barrels of oil and other materials that he felt would be sufficient for the year.

Trustee Sims stated the title that the Trustees did during temporary appropriations for 2011-330-190 Other Salaries should be re-titled-Part-time emergency Road Help. Trustee Sims stated temporary help and emergency help has separate hourly rates. Fiscal Officer Evans stated it did not matter, it was still part-time road help. Trustee Sims stated she suggested temporary road help and emergency road help broken into two separate categories under 2011 for tracking purposes and titled separately. She added the Township would probably use temporary help during the summer months and emergency help is for snowplowing. This is the way the Trustees separated the different part-time help at the organizational meeting.

Trustee Sims asked Mr. Evans how much he felt he would use temporary road help this year? Mr. Evans stated maybe not at all. Last year he did not use any temporary help. Trustee Sims then asked about emergency help. Mr. Evans asked what if there was an ice storm or tornado? You cannot just identify emergency help for just snow plowing. Fiscal Officer Evans interjected that \$5000.00 has been allocated. The Trustees could split it up anyway they wanted.

Trustee Sims left the meeting at 3:25 p.m.

Chair Likley continued on with the appropriations. Under 2021 330 420 Gas Tax- Operating Supplies what did that encompass? Fiscal Officer Evans responded limestone, sand, gravel, asphalt, pipe and catch basins.

Chair Likley stated under Zoning 2181-130-190-9887 (Zoning Inspector Salary) we should increase that amount to \$5,400.00 as the ZI's pay was \$450.00 a month. Fiscal Officer Evans stated the Trustees should probably then add an additional \$45.00 to Ohio Public Employees Retirement System (2181-130-211-0000).

Chair Likley asked about Contracted Services 2191-220-360-0000 and what fell under that category? Fiscal Officer Evans stated that was the money the Township pays to Westfield Center for our share of the cost for fire.

Chair Likley asked about Permissive Motor Vehicle 2231-330-360-0000- Contracted Services. In 2008 there was no funding. In 2009 it would be \$12,000. Fiscal Officer Evans stated this was Permissive Motor Vehicle Tax and an estimate of what we are going to get and it needed to be appropriated. This is for roads.

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Mr. Evans asked the Trustees to remember that the more the funding is broken down that is all it could be used for. If it is left in General Fund it is more flexible. Chair Likley stated he understood, but this makes it easier to track the money. To know where it has been allocated and how much is spent. Fiscal Officer Evans stated supplemental appropriations would probably need to be made in order to accommodate the breakdowns.

Fiscal Officer Evans stated she prepared Resolution 2009-10 which would be the Resolution to Set Permanent Appropriations for 2009. (See attached to approved minutes).

**Trustee Kratzer made a motion to approve Resolution 2009-10 to set permanent appropriations for 2009. It was seconded by Chair Likley.
ROLL CALL-Kratzer-yes, Likley-yes. Motion carried.**

Trustee Kratzer acknowledged the Pros. Letter dated March 17, 2009 which in sum read, "As a result of recent difficulties in the relationship between this office and the Board of Trustees, and apparent miscommunication of information by and between the Trustees and the Pros. Office, it has been determined that the only way to create an actual record of the issues dealt with, and the responses given, is to henceforth require that any opinion request by the Board of Trustees for Westfield Township be in writing, and be requested by a majority of the Board...this office will not participate as co-counsel or as an advisor on legal issues for which outside counsel has been obtained, unless such as first been discussed with the office and agreed upon by the Pros. Office..."

Mr. Evans asked if the Trustees were in agreement to have the carpet cleaned. The amount would be between \$350-\$400.00. Trustees Kratzer and Likley approved the carpet cleaning.

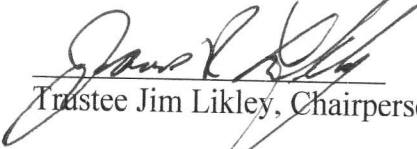
**Trustee Kratzer made a motion to adjourn the special meeting. It was seconded by Chair Likley.
ROLL CALL-Kratzer-yes, Likley-yes. Motion carried.**

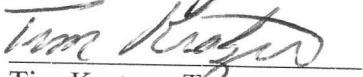
The meeting was officially adjourned at 3:30 p.m.

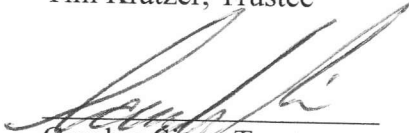
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Respectfully Submitted,

Kim Ferencz, Westfield Township Admin. Ass't.


Trustee Jim Likley, Chairperson


Tim Kratzer, Trustee


Carolyn Sims, Trustee