

## WESTFIELD TOWNSHIP TRUSTEES

### Regular Meeting

June 7, 2010

7:00 pm

Chairman Oiler opened the meeting at 7:05 pm by asking for roll call.

Trustees present: Likley, Oiler, and Harris. Also present Fiscal Officer Evans.

Everyone stood and pledged Allegiance to the Flag.

#### GUEST SPEAKER:

Joel Bender, representative from Whitaker Myers Insurance Group, presented to the trustees a proposal for property and liability insurance with The Ohio Plan Risk Management, Inc. A full written proposal is in the fiscal officer's office for public review.

The fiscal officer will write a letter to our present insurance carrier Ohio Township Risk Management Authority notifying them that we are exercising our right to accept other insurance quotations. In this economic climate we must do the very best that we can for the benefit of the township.

#### FISCAL OFFICER:

- The fiscal officer presented the bills to be paid in the amount of \$13,347.24 (a copy is attached to the minutes in the fiscal officer's office).
- Questions: Trustee Likley asked about Trustee Oiler's health care. Answer: This is reimbursement for his health care with wife's policy in lieu of township coverage. Tables and chairs have been ordered. Trustee Likley asked if there is any word on the bill for the gradall. Answer, No.

**Trustee Likley made a motion to approve payment of the bills, seconded by Trustee Oiler.**

**Roll call: Oiler, aye; Likley, aye; Harris, aye.**

- Fund Status was read: Checking           \$306,114.44   Investment       \$536,862.88
- Correspondence:
- Letter from Prosecutor notifying that all issues placed on the ballot must be certified by the Board of Elections no later than 4:00 pm on the 90<sup>th</sup> day before the election, instead of the 75 days to which we have been accustomed.
- The web site has been updated. E-mail from Karen Fisher noticing grammar and other errors on the home page.
- Letter from BZA recommending to the trustees that the new Cloverleaf Elementary School sign be permitted two (2) double-sided, internally illuminated identification signs each 55 sq. ft. in size and 6'10" in height.
- Letter from the Medina County Administrator listing the payments to the individual township from First Energy for the Electric Aggregation Program. Westfield Township \$16,667.
- June 13, 2010 scheduled for the assessment of the 3 applicants for fire chief.

- Mudlake CSX Bridge pre-bid meeting will be June 17, 2010 at the township hall. The bridge is scheduled to be replaced in 2011.
- Fiscal Officer's had a work session in May. Several issues were brought to our attention concerning the new Health Care Program initiated by the President of US. Most of the issues that are relating to the fiscal officers are still in the planning stages. Health care must be listed in box 14 on W-2.

**RESOLUTION 2010-17 A RESOLUTION TO PARTICIPATE IN THE ADVANCE OF REAL ESTATE TAXES FOR THE SECOND HALF COLLECTION 2010**

**Trustee Oiler made a motion to adopt Resolution 2010-17, seconded by Trustee Likley.**

**Roll call: Likley, aye; Harris, aye; Oiler, aye.**

Collections will be July 2<sup>nd</sup>, July 16<sup>th</sup>, and July 30<sup>th</sup>. Final collection will be sometime in Aug. or Sept. with the rollback and homestead in October.

Trustee Likley's comments:

- The proposed fire contract has been received from Assist. Prosecutor, Bill Thorne that has been submitted by Village of Westfield Center. In reviewing the fire contracts I noticed that the township sent 50% of the Gloria Glens contract payment to the Village of Westfield Center. That is in error per the current contract. The split should be 75/25 which should yield about \$2,000 back from the Village of Westfield Center. I think that should be a reimbursement not a crediting to clarify the accounting practice.

MINUTES

May 17, 2010: Trustee Likley had the following corrections: Page 3 under the 4<sup>th</sup> check mark last line – change on answer to *no\_answer*. Page 5 – Terry Likley should be *Terri*.

**Trustee Harris made a motion to approve the May 17<sup>th</sup>, 2010 minutes as corrected, seconded by Trustee Oiler.**

**Roll call: Harris, aye; Likley, aye; Oiler, aye.**

May 19, 2010: **Trustee Oiler made a motion to approve May 19, 2010 minutes as presented, seconded by Harris. Roll Call: Oiler, aye; Harris, aye; Likley abstain because he was not present at that meeting.**

May 24, 2010: **Trustee Oiler made a motion to approve May 24, 2010 minutes as presented, seconded by Trustee Likley. Roll call: Likley, aye; Oiler, aye; Harris, aye.**

PARK AND CEMETERY

Trustee Likley did not have anything to report this evening.

FIRE REPORT

April 33 calls and May 21 calls as of May 27<sup>th</sup>. (A complete report is available at the fiscal officer's office.)

Bills that were approved by the Fire Committee \$14,554.67 – Township's share and Village's share \$6,752.67

**Trustee Harris made a motion to approve the fire dept. bills, seconded by Trustee Oiler.**

Trustee Likley had not received a copy of the bills and would like to review them before approving spending \$14,000. Trustee Likley: Medina Co. Sheriff dispatch service of \$7,802.00 stated it was in this list of bills but we had paid it last meeting from township treasury. Fire House com's bill was it paid through Fire Chief's

Association or by the fire budget? Ohio Dept. Job & Family Services – is that a fire bill? Yes, it is if a volunteer is unemployed. Both C-pap machines returned? Yes. Trustee Likley suggested that we deduct the \$7,802 so that Sue does not pay that \$7,802 as it has already been paid.

Heather reporting:

- She has added \$3,042.65 to the total because those bills came in after fire committee meeting and the due date is before the next fire committee meeting making the total \$17,356.38 Township \$9,554.38 Village.
- Likley asked for clarification of the \$2,200 to the Ohio Fire Chief's Association. Heather stated it was for the services that they have already provided, therefore partial payment of the total \$7,100.
- Date for Fire Chief assessment will be June 13, 2010 beginning at 8:00 am at the Village Hall. When that is completed we will be getting the final portion of the bill. You can see that the \$2,200 is reduced because of the measures that we took to do on our own to save money. Trustee Oiler asked since we are only sending 3 individuals through the assessment center will the cost be reduced. Heather answered, no because it takes the same amount of assessors. If there would have been more than 6 candidates then potentially it would have been more because they would possibly have to set up more stations.
- Budget report. We have gotten a few bills in that were more expensive than last year.
  - One being the Muskingum Watershed assessment on the real estate taxes which doubled this year.
  - Capital Equipment is in the red because we have not received the credit yet for the C-pap machines.
  - Workers comp increased due to 6 months of day time staffing. They are rated differently than a volunteer.
  - Employee Reimbursement - Licensing for employees taking tests. In the past there were some issues so we are playing catch up with that.
  - Day time staffing – we can shift that from chief's salary
- Need to have village and township's expenditure account exactly the same, which is not at this point. Fiscal officer will see that is completed. The trustees want to know exactly which category and where each dollar is spent.
- The assessment for fire chief will be conducted June 13, 2010 beginning at 8:00 am at the Village Hall by the Ohio Fire Chief's Association. There will not be any involvement by the fire committee. The candidates are tested and given a score. Then the scores are given to the fire committee and they will rate 1, 2, or 3 based on their interview and testing scores. There were a couple of members of the fire committee that asked to listen and see what questions were asked but Heather has not heard from Keith Larsen yet. Trustee Likley stated he has not been able to be at any of the interviews and this is a time that he could be present. He might stop in before 8:00 am to meet the 3 candidates to put a face with a name. Trustee Likley asked if the candidates would be available after the assessment to go through the final interview. Heather will see if the interview team would be available to hold the final interview as that would be a possibility.

**Trustee Oiler made a correction to the amount of the fire department bills which will be \$9,554.38.**

**Roll call: Likley, aye; Oiler, aye; Harris, aye.**

Trustee Oiler reporting: The new fire truck has arrived and was in the Memorial Day Parade. The volunteers are getting training on driving the vehicle. It is a fantastic truck. I like the way the ladders come down off the side, right at chest level. The truck will be going back to Huntington to have the balance of the equipment installed. It should be in service sometime in July. The fire association has let the township know they want to help wherever they can with the fire levy.

### ROADS

Lee Evans reporting:

- ❖ Open road bids
- ❖ Have been mowing road sides
- ❖ Truck bid – after going over the numbers I am not comfortable of carrying over \$45,000-\$50,000 to next year. As far as I am concerned we scrap the new truck for this year. Also it is late in the year to start putting a truck together. We would not have it by the time the snow flies. I would like to start in January 2011 putting it out for bid if the budget allows for the purchase. I am not going to cut back on what I need to do for the roads, the roads need attention and the roads are a priority to me we will just keep fixing the 550 even though we are throwing good money after bad. It will need tires and possibly by fall the injectors will need reworked.
- ❖ We are one of a few townships that do not have a road levy. We are able to maintain the roads and equipment with the real estate taxes, gas tax and motor vehicle taxes. There is other ways for the road department to collect revenue. We could assess a license plate fee \$1-\$5 and that revenue comes back to the township, we are one of a few that do not do that too.
- ❖ Trustee Likley – the lease program did not have any appeal to this board and the loan secured by a CD was also not appealing because we could have paid cash for the vehicle.
- ❖ Trustee Harris – a dealership is expensive why not try an individual in Seville by the name of Bob Yankee Truck Service on Greenwich Road that services on diesel. Lee will stop and talk with him.

### CEMETERY

Lee reporting:

- Trustee Likley asked for estimates on re-grading that hillside at the cemetery that it will be able to be mowed. Quotes given ranged from \$2,200 by Ralph Baratko; \$2,800 by Joe Lewis Excavating; \$3,800 by Ag Design without seeding or sod. Ag Design also gave a quote to install 4' wide rolls of sod to the hillside after excavation to prevent erosion during a heavy rain of \$4,000 in addition to the \$3,800.

### OLD BUSINESS

**Trustee Oiler made a motion to decline and refuses all bids for the truck chassis due to financial constraints, seconded by Trustee Harris. Roll call: Harris, aye; Oiler, aye; Likley, aye.**

## ZONING

Matt Witmer reporting:

- 3 Building permits issued
- Fielded 4 complaints: The yard on Seville Rd. is making good progress; Hulbert Rd. damaged house; Kennard Rd. deck; Ryan Rd. building without permits
- Attended training June 4<sup>th</sup> and will be attending another training session June 25<sup>th</sup> at a cost of \$5.00
- Attended 2 trustees meetings; 1 zoning commission; and 2 BZA meetings.
- TA signage change. After they were told what needed to be done regarding a moving message board they decided to have a single face illuminated stationary announcing gas and diesel prices replacing the TA arch. The only time it will change will be when the fuel prices change. Krispy Kreme sign will be replaced with Country Pride an even swap. The BP sun cabinet will be removed and the arch removed that will put them about 80 sq. ft. less than they have now. If they come back to put a sign in place of the BP sun, they will need a variance.

Heather reporting:

- Bill Thorne set a tentative date of June 22<sup>nd</sup>, 2010 @ 7:30 pm to review the comprehensive plan with the zoning commission and the trustees. Any other questions or concerns regarding the comprehensive plan should be submitted to Kim Ferencz so she can forward those to Bill prior to the meeting so he can review and research and have answers when he arrives.
- Tomorrow night at the regular zoning meeting we will see if the June 22<sup>nd</sup> date is agreeable with everyone.
- Regarding the \$5.00 fee for the training session, I have had 2 calls from zoning board members if the township is willing to reimburse that fee.
- **Trustee Likley made a motion to approve the \$5.00 fee for the zoning commission, BZA, or zoning inspector, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye.**
- Tomorrow evening our discussion will center on outdoor wood burners, windmills, and electronic signs
- Trustee Likley asked if the joint meeting with Bill Thorne, zoning commission and trustees be on a day and time that he could attend. He will try to adjust his schedule so he can attend.

## Cloverleaf Elementary School Signs

**Trustee Harris made a motion to accept the recommendation from the BZA to approve the sign variance as submitted, seconded by Trustee Oiler. Roll Call: Likley, aye; Oiler, aye; Harris, aye.**

## Electric Aggregation plan of operation and government

Trustee Likley contacted Commissioner Steve Hambley and he responded. Trustee Likley's question referred to page 8.V.E. (All costs of the Aggregation Program development/administration will be paid either through the general fund and/or through the inclusion of a percentage adder that will be added to Member bills.) Chris Jacobs, County Administrator responded: "Section VE of the draft plan references is to the aggregate general fund which is the County of Medina. It is currently estimated the total cost of the County's program

development /administration will be minimal, public hearing notice expenses duplication and will not be passed on to any other party.”

NEW BUSINESS

There were 2 road bids. (Copies of complete bids are available for inspection at the fiscal officer’s office)

1. Lytle Construction           \$ 92,047.80 (included repaving the municipal complex parking lot)
2. Crossroads Asphalt       \$118,796.50

**Trustee Oiler made a motion to award Lytle Construction the contract in the amount of \$92,047.80, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye.**

WEB SITE

Trustee Likley reporting:

- ❖ The mirrored/developed site is now up and running. Text corrections have been made. I find that the some meeting minutes are out of order. I know the fire committee meeting minutes were sent as a group and when you look at them you are looking at 4 or 5. Everything else is up to power point. Take a look at it. Don will instruct fiscal officer of how he wants the meeting minutes sent.

7584 Kings Creek Drive

Trustee Oiler had a phone call today asking that dry hydrant easement be vacated because he wants to sell his property. The dry hydrant was mandated when the sub-division was platted because of the cul-de-sac and no fire hydrant was available at that time. Now that there is central water along Kings Creek Drive the property owner would like to have the easement vacated and the dry hydrant capped. Matt Witmer, Zoning Inspector called Interim Fire Chief, Mark Williams and has spoken with Heather Sturdevant. This matter needs to be researched by the township, fire department, and Bill Thorne to know the proper procedure of how to handle this request.

There have been 2 trustees requesting Bill Thorne to review, research language for an unincorporated fire district resolution and for the fire levy; the proposed fire contract; Kings Creek Drive issue; and also we need direction on how to handle issue of the 28 ODOT lights that the State of Ohio wants to give to the township for maintenance and paying the electric bill for those lights. Trustee Oiler will try to contact Bill Thorne’s office to see if he is available Monday, June 14, 2010 @ 6:00 pm to have a workshop concerning the above topics.

Trustee Oiler brought up the issue of a texting policy that was a topic of discussion with Bill Thorne at the Township Association Meeting. Trustee Oiler feels the need to adopt a texting policy. Trustee Likley stated if someone texts while on the job it impacts the records retention policy particularly the fire department. Those texts must be maintained as the phone companies only keep those texts for a short period of time, according to the records retention policy that does not take away our responsibility of maintaining those records. This is just the day and age of all electronic communications.

**Trustee Likley made a motion to instruct the fiscal officer to send the 60 day notice letter to OTRMA exercising our right to look at other insurance plans, seconded by Trustee Oiler.**

**Roll call: Harris, aye; Oiler, aye; Likley, aye.**

RESIDENT COMMENTS

K. LeMar – asked if the trustees were going to appoint the 2<sup>nd</sup> alternates for the zoning boards. Trustee Oiler responded- We as a board want to take a little time to think about the interviews.

ANNOUNCEMENTS

Zoning Commission regular meeting	June 8, 2010 @ 7:30 pm
Fire Chief Assessment	June 13, 2010 @ 8:00 am
ULS (CSX) Pre-bid meeting	June 17, 2010 @ 10:00 am
Regular trustees meeting	June 21, 2010 @ 7:00 pm
Special Zoning & trustees meeting	June 22, 2010

No other business to come before this board.

**Trustee Harris made a motion to adjourn at 9:05 pm, seconded by Trustee Oiler. Unanimous  
Approved June 21, 2010**