

# WESTFIELD TOWNSHIP RECORDS COMMISSION

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December 30, 2010

9:53 am

Chairman opened the meeting by asking for roll call.

Trustees present: Likley, Oiler, and Harris. Also present was the fiscal officer.

The fiscal officer mentioned that during the latter part of the year she and the trustees had a discussion on amending the records retention and destruction policy.

A copy of the Records Retention and Destruction Policy is attached.

The following were discussed and agreed upon:

ADD:

DISCIPLINARY LETTERS (date of letter)

Retained for 2 years then  
destroy when no longer of any  
administrative value

LETTERS, MEMOS, NOTES

2 years then destroy when no  
Longer of any administration  
Value.

Amend:

AUDIO TAPES, CVD'S, DVD'S to facilitate the taking of minutes  
And actual approved minutes are the meeting record and the  
tape, CD, DVD will be reused.

Incorporate into official  
minutes then retain 6 months  
and no longer of administrative  
value.

At the next meeting of the township trustees a resolution will be presented for adoption to make the foregoing amendments to the Records Retention and Destruction Policy. After the resolution is adopted, the fiscal officer will then follow the steps as specified in the ORC.

The fiscal officer stated that in the coming year she will be disposing of items such as draft minutes, notes etc.

There being no further business to come before this commission, Trustee Oiler adjourned the meeting at 10:02 am.

Approved 02-07-11

# WESTFIELD TOWNSHIP TRUSTEES

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Special Year End/General Business

December 30, 2010

10:00 am

Trustee Oiler opened the year end meeting at 10:03 am.

Trustees present: Likley, Oiler, Harris.

Fiscal officer presented the bills to be paid in the amount of \$27,856.54 (a copy of the list of bills is attached). **Trustee Oiler made a motion to pay the bills as listed, seconded by Trustee Likley. Roll call: Harris, aye; Likley, aye; Oiler, aye.**

Lee reported that Dan Becker from the County Engineers Office notified him that the township got the Issue I funding for the re-alignment of the curve west of Lake Rd. on Buffham Rd. He will get with Lee sometime in February to prepare for the project in the spring.

## **RESOLUTION 2010-29 A RESOLUTION TO APPROVE, AMEND AND ADOPT SCHEDULE OF RECORDS RETENTION AND DESTRUCTION (EXHIBIT A IS ATTACHED TO RESOLUTION)**

**Trustee Oiler, made a motion to adopt RESOLUTION 2010-29 which was seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye.**

## **RESOLUTION 2010-30 A RESOLUTION TO SET TEMPORARY APPROPRIATIONS FOR YEAR 2011**

Fiscal officer explained the carryovers and was well pleased with the fire department's carryover. **Trustee Oiler made a motion to adopt RESOLUTION 2010-30, seconded by Trustee Harris. Roll call: Harris, aye; Likley, aye; Oiler, aye.**

## **TRUSTEE COMPENSATION FOR YEAR 2011**

**Trustee Likley made a motion to maintain the monthly salary for the trustees for year 2011, seconded by Trustee Oiler. Roll call: Harris, aye; Oiler, aye; Likley, aye.**

Trustee Oiler made a motion that the trustees will hold their first/organizational meeting for year 2011, January 3, 2011 at 7:00 pm; all township employees will continue at the same rate of compensation until January 3, 2011, seconded by Trustee Likley. Roll call: Oiler, aye; Likley, aye; Harris, aye.

Trustee Oiler gave each trustee an evaluation for Lee Evans and that he continue to be employed by the township as road supervisor.

Trustee Oiler: The prosecutor approved the ad and specs for the new truck. The sooner we get the ad in the paper the better off we will be. Newell is under the state bid.

## WESTFIELD TOWNSHIP TRUSTEES

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Trustee Likley: Last summer we went through the bid process only to find out that it would have cut the road and bridge funding too close and did not proceed. This truck is considerably less and that we have the funding necessary so we do not get into the situation of not having the funding. Personally I would like to see the year-end balances and actual budget numbers so we are all confident and comfortable with the spending of that funding.

Fiscal officer: Road & Bridge carryover is \$190,000 and we will have \$183,000 new funding for 2011. The matching funds for Issue I will be about \$35,000.

Trustee Likley: It is time for the rotation of this piece of equipment. The new truck cost is estimated at \$82,000-\$85,000

**Trustee Oiler made a motion to place an ad in the newspaper once a week for two weeks with the bids being opened Feb. 7, 2011 @ 7:30, seconded by Trustee Harris. Roll call: Likley, aye; Harris, aye; Oiler, aye.**

Fire Chief: (a report is attached)

- Monthly meetings with Lodi Hospital to discuss policy and procedure, and training opportunities. In April there will be a huge exercise involving 16 counties and centered in this area. We are very fortunate to have a state that does emergency planning. The State of Ohio is in the top 4 or 5.
- Dropped off Knox boxes at the elementary school and had a opportunity to tour the site.
- December was about an average run month
- Training-ice rescues and chimney fires
- Preventive maintenance on vehicles.
- New Oxygen Manifold filling system ordered at the cost of \$995. It will provide a savings in oxygen in the long run.

### CEMETERY

Trustee Likley reporting:

- Mike McCann requested some additional information on the cemetery. He has prepared a book that includes the old cemetery, private cemeteries in Westfield Township. He has offered this book to the township for the cost of the printing, \$35. Lee should take a look at it and see if this could be used for our records as well as all of us. It is a valuable resource. Mr. McCann does this as a hobby and we are not required to pay for the book but it available to the township. Fiscal Officer asked if Trustee Likley would find out if he had it available in disc format. A determination will be made at a later meeting after the book has been reviewed if the township will pay the \$35.00.

Fiscal officer gave each trustee an appropriation status report for review. Also a report of the supplemental appropriations that were done during the year will be copied for each trustee.

## WESTFIELD TOWNSHIP TRUSTEES

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Trustee Likley asked that a copy of the notice discussing internet café, private gaming clubs from the prosecutors' office be supplied to the zoning commission for their review as they are popping up throughout the county.

**Trustee Harris made a motion to go into executive session for employee discipline at 10:52 am, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye.**

**Trustee Oiler made a motion to come out of executive session at 11:08 am, seconded by Trustee Harris. Roll call: Oiler, aye; Likley, aye; Harris, aye.**

No decision was made.

Trustee Oiler adjourned the meeting as there was no further business to come before the board, seconded by Trustee Harris. Unanimous

Approved 02-07-2011