

WESTFIELD TOWNSHIP TRUSTEES

Organizational/General Business

January 2, 2012

7:00 pm

Fiscal Officer, Martha Evans opened the meeting at 7:00 pm by asking for roll call.

Trustees present: Likley, Oiler, and Harris. Everyone was asked to stand and Pledge Allegiance to the Flag.

Fiscal Officer asked for nominations for chairperson for year 2012.

Trustee Oiler nominated Gary Harris, seconded by Trustee Likley. Trustee Harris accepted the nomination. Roll call: Likley, aye; Oiler, aye; Harris, aye.

The meeting was then turned over to the Chairman. Trustee Harris asked for nominations for vice chairman.

Trustee Likley nominated Ronald Oiler as vice chairman, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye. Unanimous

Guests Welcomed

RESOLUTION 2012-01 A RESOLUTION FOR OPEN MEETINGS UNDER SUNSHINE LAW

Trustee Likley made a motion to adopt Resolution 2011-01, seconded by Trustee Oiler.

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

COMMITTEE CHAIRMAN

Trustee Likley made a motion for Ronald Oiler to be chair of cemetery and park, seconded by Trustee Harris. Roll call: Harris, aye; Likley, aye; Oiler, aye

Trustee Oiler made a motion for Gary Harris to chair zoning, seconded by Trustee Likley. Roll call: Likley, aye; Oiler, aye; Harris, aye

Trustee Oiler made a motion for James Likley to be on the Fire Advisory Board, seconded by Trustee Harris. Roll call: Likley, aye; Harris, aye; Oiler, aye

Trustee Likley made a motion for Ronald Oiler to be over the roads, seconded by Trustee Harris. Roll call: Oiler, aye; Harris, aye; Likley, aye

COMMITTEE VOLUNTEERS

Park Committee-Resident Jill Daugherty

Trustee Oiler named Jill Daugherty as resident to the park committee, seconded by Trustee Harris.

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

Fire-Rescue Advisory Board Tabled

Fire Fighters Dependency Board James Likley

Trustee Oiler made a motion for James Likley to be on the Fire Fighters Dependency Board, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye

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EMPLOYEE WAGE

Fire Chief-Richard Fletcher

Trustee Likley made a motion to increase the Fire Chief's salary by 1% equaling to \$575 per year (\$58,075 per year), seconded by Trustee Oiler. Roll call: Oiler, aye; Harris, aye; Likley, aye. It was noted that the board would like to discuss comp time for hours off for after-hours service but is waiting until they can meet with Bill Thorne to get some items clarified.

Road Supervisor-Lee Evans

Trustee Oiler made a motion to increase Lee's wage to \$21.50 per hour (equaling 1.42%) with 1.5 times over 40 hours worked week. Benefits: Hospital/Medical/Life/Disability Insurance; \$250 yearly uniform allowance; holiday, personal, vacation and sick pay as addressed in the Employee Handbook, seconded by Trustee Harris. Roll call: Harris, aye; Likley, aye; Oiler, aye. Trustee Likley asked if a daily log is available, Trustee Oiler answered yes and also the garage will be cleaned.

RESOLUTION 2012-02 A 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

Trustee Oiler made a motion to adopt Resolution 2012-02, seconded by Trustee Likley.

Fiscal Officer noted the minimum amounts were increased per ORC 5575.01.A&B.

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

TEMPORARY ROAD EMPLOYEES

Trustee Oiler made a motion to leave the wage scale for Temporary road employee rate at \$11.44 per hour and Emergency road employee rate at \$14.56 per hour; maintain emergency road help list; the road supervisor uses his judgment in calling out emergency road help and Trustee Oiler will sign the time sheets, seconded by Trustee Harris.

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

ADMINISTRATIVE ASSISTANT as necessary:

Trustee Harris made a motion to leave the Pay scale \$8.00-\$11.00 depending on duties performed. Part maybe expensed out of general fund and part from fire levy depending on duties, not bonded, part-time position 20 hours per week maximum with a 1000 hour maximum per year, seconded by Trustee Oiler.

Discussion: Trustee Likley stated we have to watch where we go with this over the course of the year and recommended no more than 1000 hours per year.

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

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ZONING INSPECTOR

Trustee Harris made a motion to increase the zoning inspector, Matt Witmer's salary to \$475 per month plus postage and mileage, seconded by Trustee Oiler.

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

ZONING SECRETARY

The zoning secretary, Sheryl Clarkson was hired at \$400 salary per month beginning January 1, 2012.

ZONING BOARDS

Trustee Harris made a motion to set the compensation for zoning commission and zoning board of appeals at the same rate of \$30 per meeting, seconded by Trustee Oiler. No discussion.

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

ZONING COMMISSION 5 YEAR APPOINTMENT

Trustee Harris made a motion to re-appoint Susan Brewer to a term on the Zoning Commission to expire 12-31-16

Discussion: Trustee Oiler suggested moving the alternate up to the board and Susan as an alternate for 1 year to try to get the alternates some experience on the board. **Trustee Oiler seconded the motion.** Trustee Likley stated he does see some logic in the rotation and bringing the alternates up. Trustee Oiler stated that he has talked with some alternates and they stated you do get a different perspective of watching how people react and how to conduct yourself and how you should be thinking. Trustee Harris also agreed. Trustee Likley does not support Mr. Hoops at this time because of short time he has been on the board as an alternate.

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

BOARD OF ZONING APPEALS 5 YEAR APPOINTMENT

Trustee Harris made a motion to re-appoint Kevin Daugherty to a term to the Board of Zoning Appeals to expire 12-31-16, Trustee Oiler seconded the motion. Trustee Oiler stated he had served with Mr. Daugherty on the board of zoning appeals and he always came prepared. Trustee Harris agreed with Mr. Oiler and he has been on the board a number of years and does an excellent job.

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

Trustee Harris made a motion to appoint Patricia Kwas to fill the unexpired term of Keith Simmerer on the BZA.

Motion dies for lack of second.

Trustee Likley made a motion to appoint Wayne Moore to fill the unexpired term of Keith Simmerer on the BZA, seconded by Trustee Oiler. Discussion: Trustee Harris felt that Mrs. Kwas would be more available because Mr. Moore is out of town a lot. Trustee Oiler stated that as long as Mr. Moore is notified ahead of time he could be available. **Roll call: Likley, aye; Oiler, aye; Harris, aye**

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Trustee Harris made a motion to appoint Patricia Kwas as BZA alternate, seconded by Trustee Oiler. Trustee Harris stated he thought Pat would do a good job with her background of working the prosecutor's office. **Roll call: Harris, aye; Likley, aye; Oiler, aye**

TRAVEL EXPENSES

Trustee Oiler made a motion to pay \$.55 per mile for travel, pre-approval by the board of trustees for all expenses for workshops, conferences, etc. to be paid by the individual wanting to attend. The township will reimburse the individual if pre-approved for registration fee, overnight lodging, parking, and mileage with the proper documentation and receipts. Trustee Likley asked that the pre-approval clause be added to the motion. **Motion was seconded by Trustee Oiler. Roll call: Harris, aye; Oiler, aye; Likley, aye.**

DUES

Trustee Harris made a motion to authorize the Township to pay for elected officials' dues to the Ohio Township and Medina County Township Association as well as for employees as an associate member, seconded by Trustee Likley. No discussion. **Roll call: Oiler, aye; Likley, aye; Harris, aye.**

HALL OPENING AND CLOSING FEE

Trustee Likley made a motion to keep the same rate of \$20 per opening and closing, seconded by Trustee Oiler. No discussion. **Roll call: Harris, aye; Likley, aye; Oiler, aye.**

Trustee Harris offered for discussion that they hire someone to clean the hall once a month. He understood that last year the trustees took on that responsibility and felt the township would be better served by having someone come in and give the building a good cleaning once a month and would make a motion to have someone come in and do that. Trustee Likley asked what the numbers that we looked at last year and that they must insured and bonded. Fiscal officer replied: \$85/month; \$150/month. The lady that just gave the quote for \$85 would steam clean the tile floors in the kitchen, rest rooms and foyer which is included in the \$85. Trustee Likley: The only problem that I see in that is when you have multiple rentals, each person is paying the rent and expects the building to be clean. If it is at the end of the month will the hall be clean. I think this is a way for us to save some money and I can't support it at this time. Trustee Harris: Could we possibly ask for a quote if we have multiple rentals a month and have a cleaner twice a month for a lighter cleaning? Trustee Likley: You can get some numbers together. I feel it should be cleaned prior to anyone renting the hall. I don't know if we can justify the expense for the amount that we charge for rental fee. Fiscal officer stated it would be interesting to see how much we actually glean from renting the hall considering the expenses such as carpet cleaning, utilities etc. This discussion was tabled

ROAD REPORT

Trustee Oiler reported a culvert was finished up on Kennard Road. Lee is out tonight because of the weather.

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BILLS : There is 4 bills that came in at the very end of the day on Dec. 30th in the year 2011. (Reimburse Sherry for postage \$6.90; Bauman Oil \$841.44; Custom Composition (Web Site) \$436; Time-Warner Cable \$169.77. **Trustee Likley made a motion to pay the bills as submitted, seconded by Trustee Oiler.**
Roll call: Harris, aye; Oiler, aye; Likley, aye

ZONING

Zoning Inspector, Matt turned in a month and yearly report which is attached to the minutes.

RESOLUTION 2012-03 A RESOLUTION TO PARTICIPATE IN THE ADVANCE OF REAL ESTATE TAXES FOR THE FIRST HALF COLLECTION 2012

Trustee Oiler made a motion to adopt Resolution 2011-03, seconded by Trustee Harris.

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

Fiscal Officer informed the board that she bought 2 chairs for the office and a printer for the zoning secretaries' office.

OLD BUSINESS

Trustee Likley:

- Pursue the comp time for the fire chief with legal counsel
- No communication concerning the vacating of Westfield Landing Extension for park purpose
- Zoning Commission swimming pool language that Harris & Likley submitted was sent to Planning Services and the Prosecutor's office
- Medicount Management agreement

NEW BUSINESS

- ✓ Trustee Likley had communication from Bryon Miller (American Tower) concerning possible buy out of the cell tower lease. It is the same but different. The proposed agreement needs to be reviewed by legal counsel.
- ✓ Trustee Oiler asked the board to consider increasing the open and closing of a grave site from \$250 to \$300 due to rising costs. Tabled until the next meeting for research.
- ✓ Trustee Likley: During the past couple of months there has been increased concern in the oil & gas well industry due to *fracking* procedure. I have spoken to Sharon Township Trustees and Jeff Van Loon from the Soil & Water District to gather information when and if drilling permits are issued or granted in our area. The trustees in Sharon Township by resolution have sent a letter to Manager or Oil & Gas Permitting Section requesting to be informed of permitted gas wells in their community. This is to give us information to provide to our residents. One of the concerns is the *pros and cons of fracking haven't been addressed and no one really knows the answers.* This is a proactive approach that we can take. I will give the fiscal officer a copy of the

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Sharon Township resolution as a guide and the address of the Oil & Gas permitting section in Columbus.

MINUTES

December 19, 2011 **Trustee Likley made a motion to approve the Dec. 19th meeting minutes as submitted, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris, aye**

December 30, 2011 minutes were tabled until the next meeting

Fiscal officer reported the total expenditures for the fire department was \$222,396.70. The department was \$13,602 under budget.

The fire department budget will be \$243,000 for 2012. The fiscal officer communicated with the chief that a first responder vehicle could be in the budget or outside the budget if the village and township wishes to supply extra funding for the vehicle. The chief will most likely take the vehicle home so it can be kept in a garage. There is expected upgrading of equipment for the new messaging system on cell phones from the Sheriff's department. The chief is including the road maintenance to be on the messaging list if he is needed to provide assistance during inclement weather.

The township's portion of the 2012 fire department budget will be \$143,370 and the village will be \$99,630. The fiscal officer did notify him there would be a tax implication and he was OK with that. Trustee Likley: For the record, we did sign a contract with the Village of Gloria Glens and Trustee Harris will be attending Gloria Glen's council meeting Wednesday and if the document is signed he will bring it back to fiscal officer.

Fiscal officer reported we will have a carryover of \$837,569 and added to our expected tax revenue and other sources we could potentially have a budget of \$1,510,000. This is an estimate at this point.

FIRE DEPARTMENT calls for year 2011 was 450. The chief will be at your next meeting.

Last year the department had a little over 400. This year the department answered more calls to the Village of Lodi than they did to the Village of Westfield Center. Trustee Likley doesn't like to keep pursuing this but it is a fact that we must watch this trend and get it addressed as a new mayor gets established.

Trustee Harris: Rick Robbs did mention there may be a possibility Westfield Companies may be turning a leased vehicle in. This may be suitable for a first responder vehicle.

Trustee Oiler made a motion to adjourn the meeting at 8:21 pm as there was nothing else to come before the board, seconded by Trustee Likley. Unanimous

Approved 02-06-2012