

WESTFIELD TOWNSHIP TRUSTEES

Organizational/General Business

January 7, 2013

7:00 pm

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 2013.

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

The meeting was then turned over to the chairman.

Welcome guests

Lisa Nichols from the county auditor's office gave the following report:

- Dog Licenses are on sale until Jan. 31, 2013 for \$12, after that date they will be \$24.
- Tax Bills will be higher due to the levies that were passed in November. The tax bills should be mailed about the second week of January.
- CAUV reduction applications will be due by March 4, 2013. They can be obtained either online or at the auditor's office

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

RESOLUTION 2013-01 A RESOLUTION FOR OPEN MEETINGS UNDER SUNSHINE LAW

Trustee Oiler made a motion to adopt Resolution 2013-01, seconded by Trustee Harris.

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

COMMITTEE CHAIRMAN

Trustee Oiler made a motion to retain Trustee Oiler as chairman of Cemetery, Park and Roads and Trustee Harris to chair zoning, seconded by Trustee Likley. Roll call: Likley, aye; Oiler, aye; Harris, aye

COMMITTEE VOLUNTEERS

Park Committee- Trustee Oiler asked to take some time to consider a candidate.

RESOLUTION 2013-02 A RESOLUTION TO PARTICIPATE IN THE ADVANCE OF REAL ESTATE TAX COLLECTION FOR YEAR 2013

Trustee Oiler made a motion to adopt Resolution 2013-02, seconded by Trustee Harris. Roll call: Likley, aye; Harris, aye; Oiler, aye

WESTFIELD TOWNSHIP TRUSTEES

RESOLUTION 2013-03 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 2013-03, seconded by Trustee Harris. Roll call: Harris, aye; Oiler, aye; Likley, aye

RESOLUTION 2013-04 A RESOLUTION TO SET TEMPORARY APPROPRIATIONS FOR YEAR 2013

Trustee Oiler made a motion to adopt Resolution 2013-04, seconded by Trustee Likley. Roll call: Likley, aye; Harris, aye; Oiler, aye

RESOLUTION 2013-05 A RESOLUTION TO AUTHORIZE SUPPLEMENTAL APPROPRIATIONS WITHIN A FUND AS A FUNCTION OF THE FISCAL OFFICER FOR THE PERIOD JANUARY 7, 2013 TO DECEMBER 31, 2013

Trustee Harris made a motion to adopt Resolution 2013-05, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye

EMPLOYEE WAGE

Road Supervisor-Lee Evans

Trustee Oiler made a motion to increase Lee's wage to \$22.15 per hour (equaling 3%) with 1.5 times over 40 hours worked week. Benefits: Hospital/Medical/Life/Disability Insurance (employee paying 20% of Medical premium); \$250 yearly uniform allowance upon receipt of purchase of uniforms; holiday, personal, vacation and sick pay as addressed in the Employee Handbook, seconded by Trustee Harris. Discussion: Trustee Likley made note that last year a 1% wage increase was given and he will support the 3% wage increase and also asked that a receipt of purchase be added to the motion. Trustee Oiler amended the motion to add "upon receipt of purchase", Trustee Likley seconded the motion. Roll call: Harris, aye; Likley, aye; Oiler, aye.

TEMPORARY ROAD EMPLOYEES

Trustee Likley 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. This is a part-time position with a 1000 hour maximum per year with no more than 20 hours a week, seconded by Trustee Oiler.

WESTFIELD TOWNSHIP TRUSTEES

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.

ZONING INSPECTOR

Trustee Harris made a motion to re-appoint Matt Witmer as zoning inspector with an increase in salary to \$500 per month plus postage and mileage, seconded by Trustee Oiler.

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

ZONING SECRETARY

Trustee Harris made a motion to re-appoint Sherry Clarkson as zoning secretary with an increase in salary to \$420 per month, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye

Trustee Likley: Would like to see more commitment as it appears some of the duties are left for the fiscal officer or assistant.

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 Heather Sturdevant to a 5 year term on the Zoning Commission to expire 12-31-17, seconded by Trustee Oiler.

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

BOARD OF ZONING APPEALS 5 YEAR APPOINTMENT

Trustee Harris made a motion to re-appoint Wayne Moore to a 5 year term to the Board of Zoning Appeals to expire 12-31-17, Trustee Likley seconded the motion. Trustee Oiler stated he was pleased with Mr. Moore's performance at the last BZA meeting.

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

Trustee Harris made a motion to re-appoint Patricia Kwas as an alternate on the BZA, seconded by Trustee Oiler. Roll call: Oiler, aye; Harris, aye; Likley, aye

Trustee Harris made a motion to re-appoint Dennis Hoops as an alternate on the zoning commission, seconded by Trustee Likley. Roll call: Oiler, aye; Harris, aye; Likley, aye

TRAVEL EXPENSES

Trustee Harris made a motion to pay \$.565 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,

WESTFIELD TOWNSHIP TRUSTEES

and mileage with the proper documentation and receipts. Trustee Likley asked that the pre-approval clause be added to the motion. Trustee Likley also noted that the county commissioners only approved \$.47 to \$.48 cents per mile and I reviewed IRS rates and it indeed does state \$.565. **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 Harris 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.

ROAD REPORT Lee reporting:

- ❖ 200 tons salt was ordered which fulfills our 2012 obligation, no storage fee was added.
- ❖ Lee and Trustee Oiler offered a draft of cemetery regulations, cost, and specifications for foundations of the headstones. They suggest \$.60 per sq. inch and that the township will install the foundations in house. There was some discussion and tabled until the next meeting to provide time for the board to review the draft. Trustee Harris asked that the person's name will be etched in the concrete to prevent an error.

FIRE

Trustee Likley reiterated that there will not be any fire business done in the township's meeting as the WESTFIELD FIRE & RESCUE DISTRICT is a separate entity and holds their regular meeting to discuss issues and pay the bills on the first Monday of each month at 6:30 pm at the township hall. There will be a swearing in ceremony for the current and new members of the department January 21, 2013 at 6:30pm at the fire station. Trustee Likley asked that The Post reporter, Gayle Foster put that date on her calendar. Trustee Oiler noted that Trustee Likley is chairman of the fire district with Trustee Harris as vice chairman.

ZONING

- Zoning Inspector, Matt presented a month and yearly report which is attached to the minutes.
- Lesiak complaint has been filed in Common Pleas Court
- Hughes property – problem with legal description
- North Coast complied with the letter that was sent in December. Trustee Likley asked what still needs to be done. Matt answered the front parcel site plan. Bill Thorne retired and the names of David Folk, Bryon Richter, Tom Karris and David Bridenstein were mentioned as possible assistant prosecutors. The zoning commission balked at signing the site plan because a couple

WESTFIELD TOWNSHIP TRUSTEES

of the members remembered some issues. Trustee Likley asked that the minutes and any other evidence be present to a prosecutor for review asking for direction.

- The old truck wash has a for sale sign on the property. No other information was presented.

FISCAL OFFICER

- ✓ Fund Status is \$843,766.43 but this could change when we finally get the year closed depending on how the village will handle the 41%. Trustee Likley will attend village council meeting tomorrow evening and come back with a decision. Trustee Likley noted that we are within \$5,319.46 more than last year's carryover. He also mentioned that due to the fire levy being moved to the Fire District as a separate entity that will reduce the township's funds causing a reduction in the trustees salary by \$85.84 per month and fiscal officer's salary was reduced by \$235.75 per month which is set by the Ohio Revised Code as a result of the township's budget being reduced. He has sent an e-mail to David Folk asking direction on setting a salary for the trustees and fiscal officer. It has increased the fiscal officer's duties 2 fold. There is a separate office to provide the separation of the fire district and the township.
- ✓ There are bills to be paid but I can't cut a check from my system. The trustees were concerned that the Time-Warner's bill will be late and could possibly have a late charge. We only have 3 payroll checks today. Trustee Harris asked if fiscal officer would call Time-Warner.
- ✓ Notification of the web domain for westfieldtownship.com. Trustee Likley will touch base with Don our web site administrator. We bought our web site domain for an extended period of time. We will have him confirm.
- ✓ Village of Westfield Center Council will have a hearing changing a parcel from residential to commercial on Feb. 5, 2013 at 6:45 pm

MINUTES

December 17, 2012 Trustee Likley made a motion to approve the Dec. 17, 2012 meeting minutes as corrected , seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris, aye

December 28, 2012 Trustee Likley made a motion to approve the Dec. 28, 2012 meeting minutes as corrected (Resolution 2012-24), seconded by Trustee Harris. Roll call: Harris, aye; Oiler, aye; Likley, aye

OLD BUSINESS

Cell Tower Lease: Trustee Likley received an extension of the old contract with a \$200 per month increase in rent. This has been forwarded to legal counsel for review and recommendation. Trustee Likley had a few items of concern that will be addressed by legal counsel.

Creston 2012 real estate taxes due: The fiscal officer noted that the invoice had been sent and Allan Michelson, Creston Law Director stated we should be getting a check soon. A discussion was held as to re-invoice Creston by making the check payable to the Fire District for the fire levy income and a

WESTFIELD TOWNSHIP TRUSTEES

separate invoice payable to the township for general fund and road & bridge fund. The fiscal officer will re-invoice the Village of Creston.

ANNOUNCEMENTS

January 8, 2013	Zoning Commission regular meeting	7:30 pm
January 21, 2013	Swearing in of fire dept. members at the fire station	6:30 pm
January 21, 2013	Trustees regular meeting	7:00 pm

No public comment

Trustee Harris made a motion to adjourn the meeting at 8:20 pm as there was nothing else to come before the board, seconded by Trustee Oiler. Unanimous

Approved January 21, 2013