

WESTFIELD TOWNSHIP TRUSTEES

Regular Meeting
November 4, 2013
7:00 PM

Chairman Gary Harris opened the meeting by asking those in attendance to stand and Pledge Allegiance to the flag followed by roll call. Trustees present: James Likley, Gary Harris, and Ronald Oiler as well as Fiscal Officer, Sandra Tryon and Assistant Fiscal Officer, Martha Evans. Sign in sheet attached to minutes.

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

Guests are welcomed.

AUDITORS REPORT Lisa Nichols from the Auditors Office reporting

- The deadline for the Top Dog Contest is Nov. 18, 2013
- The Auditor Seals contest started last week and goes through Dec. 20, 2013. The rules for the contest are on the Auditors website.
- 2014 dog licenses will go on sale Dec. 1, 2013 and can be purchased at the Auditors Office, The County Animal Shelter, or online. The cost is \$12.00 for 1 year, \$36.00 for 3 years and \$120.00 for a 10 year tag.

FIRE DEPARTMENT Minutes under Westfield Fire and Rescue.

CEMETARY AND PARKS None

ROADS Lee Evans Maintenance Supervisor reporting

- The Buffham Rd. meeting went well with Dan Becker. He pointed out that if the water is up over the end of the pipe it is a storage facility. Pictures were taken and measurements will be taken when we get a hard rain. The 9ft ditch currently has 3 feet of water in it without any rain. The ditch to the south east has silt in it, so that leaves 16 inches of water to build up in that ditch before it gets to the bottom of that 36 inches. So it does have to rain quite a bit before backing that up. There was discussion with the homeowners that we will continue to keep track of the problem when there is a hard rain to see if there is something that can be done to solve the issue. Dan Becker suggested that the best thing to do is keep track of the culvert when it rains. Trustee Oiler advised that he had checked it twice in one day and it was running good.
- Lee contacted ODOT, and got a copy of the plans for the 224 culvert. Dan Becker of the Medina County Engineers also has a copy. Trustee Likley asked if that was the culvert under 224. Lee said yes it is. They are up sizing the pipe and it is about one half mile away from where we are having the issues now.
- Trustee Harris asked what the Buffham Rd. residents thought of the suggestions and Lee advised that one member wasn't happy. Since it is out of the right of way it is the responsibility

advised that one member wasn't happy. Since it is out of the right of way it is the responsibility of the homeowner. Once again Lee reassured the residents that he would continue to track the problem when there is a heavy rain.

- Trustee Harris asked if a drive culvert is in the road right of way is it the Townships or the homeowners responsibility to keep it cleaned out. Lee advised that it is the homeowners responsibility. Trustee Harris asked if Dan Becker pointed that out to the homeowners or not. Lee said Mr. Becker did advise the homeowners that driveways were checked but there was nothing the county could do if the work was changed after the inspection.
- Trustee Likley asked Lee if the crosswalk from the School to the tennis court had been painted. Lee advised that it had been done.
- Lee informed that the Spinner motor on the Peterbilt was repaired.
- The Gradall is in for repairs. It has an oil leak and needed new swing brakes. The cost for repairs will be around \$3,000.00.
- Trees are being trimmed and there is some chipping being done.
- Trying to get all repairs done before winter.

ZONING Matt Witmer Zoning Inspector reporting

- 2 permits last month, 1 for a house, the other for a garage.
- Attended both Trustees meetings but missed the Zoning meeting due to a previous commitment.
- Nothing new on Lesiak property. Waiting for advise from the court to see what can be done.
- Have been working extensively with Idleair over the last month. They are building 30 stalls on the south side of Pilot. They got their letters from Pilot to get their variance and their conditional use permits. They are not adding on, they are using the truck spaces.
- The second driveway on Kennard and Ryan Rd. has been removed. The owner removed the new driveway and left the old driveway.
- Trustee Likley asked what the variance for Idleair would be. Matt advised conditional use and area variance. Trustee Likley asked Matt how it was identified when it was set up at Truck Stops of America. Matt was not Zoning Inspector at that time but will check it out.
- Trustee Likley wanted to know if there was any feedback on Super 8 and Matt said nothing from the Prosecutor's office. They are still interested in making a Suite suitable for a motel manager to have a place to stay 24 hours a day, 7 days a week. Matt saw the room and said the changes that were being made did not need any new permits because the structure was not being changed.
- Trustee Likley wanted to know about if any new signs were being added and Matt said they wanted to put up a small sign and had plenty of frontage to do so.
- Trustee Likley wanted to know if there was anything new on the lot split and Matt advised that there was nothing and Mr. Hutson's check was refunded.
- Trustee Harris had questions regarding the managers suite and Matt told him yes the managers did want a living quarters where the manager could stay 24 hours a day, 7 days a week.
- Matt advised that Super 8 was very well managed, very clean, and always making improvements.

FISCAL OFFICERS REPORT

- Bills to be paid in the amount of \$20,900.97. **Trustee Oiler made a motion to pay the**

bills, seconded by Trustee Likley. Roll call: Harris, aye; Likley, aye; Oiler, aye

- Fund Status: Investments \$301,503.62 Checking \$429,265.28
- The Township received a check for \$500.00 from the 2013 MORE Grant Program, from OTARMA. This is to encourage training in risk management, safety training and safety equipment.
- OTARMA also sent a letter telling us we may want to access our insurance coverage on detached signs, benches, detached light poles and fencing since there would be a \$500.00 loss per occurrence. Mrs. Evans said the insurance was up for renewal in August, 2014. Trustee Likley said we will make a decision by that date.
- Read the letter from Medina SPCA regarding the \$540.00 charge the Township was asked to pay for expenses that may be incurred within the Township for abused, abandoned, injured or neglected animals. It was decided that we would keep track of the information for our 2014 appropriations.
- Advised the Board that the cost of the UAN training for 2014 was going to be around \$2,000.00, a savings of \$600.00 from 2013. Mrs. Evans advised that the cost is based on the budget and the elimination of the \$50.00 a month hardware fee.
- Asked the Board if they wanted to change the wording of the Township Hall Rental Use Agreement. Line 3 states that the Applicant will be charged a \$50.00 fee if late for arrival or departure. A discussion was held regarding an applicant who felt she should have \$50.00 returned to her. The Board decided to leave the Rental Agreement as worded. **Trustee Likley made a motion to give Theresa Nagy a refund check for \$25.00, seconded by Trustee Harris. Roll call: Oiler, aye; Likley, aye; Harris, aye**
- The Board was asked if Sheryl Clarkson was employed the whole month of October. Trustee Likley advised that she was employed for the whole month of October and did indicate to him through an email response that she was working on the Kratzer minutes and she did plan to complete them. Trustee Oiler wanted to know if all of the paperwork and DVD had been returned and he was advised that she was working on getting those things together. She did turn in the September and October BZA and Zoning Commission Minutes, the Nov. 6, 2013 Use Variance paperwork, all files and is dropping off a key and a box of office supplies to Mrs. Evans.
- There was discussion among the Trustees if she should not be paid before we got the Township keys.

MEETING MINUTES

- **October 7, 2013** Trustee Oiler made a motion to approve the minutes as amended. Seconded by Trustee Likley. Roll call; Harris, aye; Likley, aye; Oiler, aye
- **October 15, 2013** Trustee Oiler made a motion to approve the minutes as amended. Seconded by Trustee Likley. Roll call; Oiler, aye; Harris, aye; Likley, aye
- **October 21, 2013** Trustee Likley made a motion to approve the minutes as amended. Seconded by Trustee Oiler. Roll call; Harris, aye; Likley, aye; Oiler, aye

OLD BUSINESS

- Trustee Likley advised that a discussion regarding Super 8 and the lot split had already been addressed with Matt.

NEW BUSINESS

- Zoning Secretary Job Description Trustee Likley presented a Township Administrative Secretary job description and Mrs. Evans presented a Township Zoning Secretary description.
- Trustee Likley averaged out over the last 3 years how many meetings the Zoning Secretary had to attend and it came to 26 meetings per year and averaged \$230.00 per meeting.
- After much discussion among the Trustees, it was determined that the Board would go with the Township Zoning Secretary position and also keep the Assistant Fiscal Officer.
- Trustee Likley brought up computer software to help with minutes. He felt it would be a good investment to help cut down the time it takes to prepare the minutes. Mrs Evans said we already have the software but it has to distinguish each persons voice to work correctly.
- Ed L. 9160 Westfield Rd. gave his opinion of how to base the Zoning Secretary wage on a minimum or maximum amount of hours. Trustee Likley explained that was why he averaged things out over the last 3 years.
- Trustee Harris wanted to know what procedure the Board would like to follow regarding the two job descriptions.
- Trustee Oiler said he wanted to change the Zoning Secretary Job Description as follows:
#15 To understand and follow the guidelines of the Ohio Revised Code (519.12)
#16 May be asked to assist the Fiscal Officer in preparing Trustee Minutes
- The Fiscal Officer had questions regarding having the minutes prepared by the Zoning Secretary and was advised by the board that she could give a copy of the CD to the secretary to transcribe. The Secretary would not be expected to attend meetings.
- **Trustee Oiler made a motion to use the Township Zoning Secretary description as amended with #15 and #16 as was given to the Board by Mrs. Evans, seconded by Trustee Likley. Roll call; Likley, aye; Harris, aye; Oiler, aye**
- Trustee Likley asked if the Board wanted to accept the Township Assistant Fiscal Officers job description which describes Mrs. Evans current job description.
Trustee Likley made a motion to approve the Township Assistant Fiscal Officers position as submitted. Seconded by Trustee Oiler. Roll call; Oiler; aye, Harris; aye, Likley; aye
- Trustee Likley asked the Fiscal Officer if she had reviewed the Assistant Fiscal Officers job description. She said she had. He asked if there were any questions or concerns and she advised that she was satisfied the way things were going.
- There were 33 Zoning Secretary Applications to be reviewed. Trustee Harris asked how the Board wanted to go about the interviews. It was agreed that after the meeting they would discuss who they wanted to interview. They made the decision to hold the interviews on Nov. 13, 2013 starting at 6:30 pm.
- Mrs. Evans is going to help the Zoning Board with minutes until a Secretary is hired. There was also discussion of getting help from outside the Township for training purposes. Trustee Likley thanked Mrs. Evans for her help in the transition.

ANNOUNCEMENTS

- November 6, 2013, BZA, Use Variance, 7:30 PM
- November 12, 2013, Zoning Commission Regular Meeting and Public Hearing wood-fired boilers 7:30 PM
- November 18, 2013, Trustees regular meeting 7:00 PM

There was discussion between Karen Fisher and Trustee Likley regarding Sheryl Clarkson's pay. Trustee Likley said that Sheryl had said she was working on the Kratzer minutes and would turn them in on Monday or Tuesday. Ms. Fisher felt that Sheryl should not receive her check until she turned in the BZA minutes and the keys. Trustee Likley was under the impression that Sheryl had already been paid but when he found out the check had not been deposited he said the check could be held until the minutes and the keys were turned in. **Trustee Oiler made a motion to hold Sheryl's check until the keys and the meeting minutes for the Kratzer hearings are received. Seconded by Trustee Likley. Roll call; Likley; aye, Harris; aye, Oiler; aye.** Ms. Fisher asked if the Assistant Fiscal Officer answered to the Fiscal Officer. She was told yes. She then asked who was in charge of the Zoning Secretary and was advised that the Board of Trustees were in charge. It was explained that Trustee Harris is over Zoning. Trustee Oiler is over Roads and Trustee Likley is over the Fire Department. She also wanted to know if we had received the transcripts from the Court Reporters. Trustee Oiler told her that we had and it was 577 pages.

Ed L. of 9160 Westfield Rd. had questions about the upcoming elections. He felt some people were voting for people because of what they read about them but did not really even know the candidate. Trustee Likley explained the Sunshine Law to him and said he would love to have more people come to the meetings. Trustee Oiler told him there is a lot to learn as a Trustee. It is not an easy job. He also asked questions about why there were signs in Westfield Center for Trustees and it was explained to him that the Village could vote for Westfield Township. The village of Gloria Glens is also in the Township. Trustee Oiler told him that the Township is 23.3 square miles. Trustee Likley invited him to come back and get involved in the Township. He then expressed concerns about the fact that the Kratzer situation was overlooked and that people don't understand that is tax money for the schools.

There being no further business to come before the board:

Trustee **Harris made a motion to adjourn at 8:25 pm, seconded by Trustee Oiler. Unanimous**

Approved November 18, 2013