

Westfield Township Board of Trustees

Regular Meeting
March 17, 2014

Likley called the meeting to order at 7:00 pm.

Roll call: Thombs- aye, Schmidt- aye, Likley- aye.

Comments from the floor

Mr. Thombs wishes Mr. Hastings a Happy Birthday.

Aaron Surrarres dropped off his resume for the trustees to review. The fiscal officer will place this resume on file.

Fiscal Officers Report

Warrants in the amount of \$3,456.75 will be paid and Payroll EFT's and retirements in the amount of \$6,883.66 will be paid. The total amount of bills to be paid is \$10,340.41.

Fund Status for the township is in the amount of \$735,712.96.

Likley makes a motion to pay the bills as submitted in the amount of \$10,340.41; seconded by Thombs. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

Bills submitted for Fire and Rescue District include warrants in the amount of \$3058.74 and EFT's in the amount of \$3174.92.

Likley makes a motion to pay the Westfield Fire and Rescue bills as submitted in the amount of \$6,233.66; seconded by Thombs.

Discussion: Likley announced that Fire and Rescue payroll can't wait for the next monthly WFRD meeting (people need to be paid) but it should also be reflected in the minutes that these payments are being paid from the WFRD funds to the employees and their Ohio Retirement System. The WFRD is making these payments due to payroll time constraints.

Thombs clarifies that the trustees will hold a second monthly WFRD solely for the purpose of bill and payroll payments; funds will be opened at the next Fire and Rescue Meeting; address paying of bills; close the meeting and then open for the trustees' meeting.

Schmidt would like to address the employees having a 'cut-off date' for getting their direct deposit information to the fiscal officer. At this time there are two people who need to still get their electronic transfer paperwork in.

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Thombs would like the fiscal officer to provide the chief with a list of employees who still need to provide their information for direct deposit. Should the trustees make July 1st the date that all paperwork needs to be turned in or the township will hold their checks?

Zweifel will get everything caught up and contact the employees.

Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Correspondence

- New Resume
- **Likley makes a motion to adopt Resolution 2014-13- for the Fiscal Officer to pursue obtaining a general use credit card; seconded by Schmidt.**

Discussion: Request was made by Westfield Bank to have the trustees adopt a resolution for the application process to pursue obtaining a township credit card. Zweifel will be in charge of the credit cards and keeping track of who is using it.

Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

- **Thombs makes a motion to adopt Resolution 2014-14 which states the township will cooperate with Medina County and Ohio Public Works Project on culvert #24 located on Kennard Road in Westfield Township; seconded by Schmidt.**

Discussion: Road Supervisor provided the trustees with a explaining where the culvert will be installed and the process of installing it.

Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

- **Likley makes a motion for supplemental appropriations in the amount of \$500.00 for workshop traveling expenses from contingencies to the General Fund; seconded by Thombs.**

Discussion: Zweifel explains that money will have to be moved since there were additional expenses for conferences and workshops this year. Schmidt asked if there were any additional meetings that may need additional funds. Thombs said there was an upcoming 1 day meeting in May to discuss the Sunshine Laws and Zweifel has a meeting in Wadsworth. Likley mentions there are additional funds available but this supplemental appropriation will ensure there is enough money.

Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

- Thombs discusses the correspondence with Medina County Sanitary Engineers Department in regard to backflow valves. Evans will get this done before he becomes too busy.

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Roads

Evans had the trustees sign the coversheet of Resolution 2014-14 for the Kennard culvert. The project can't go out to bid until all trustees sign the Legal Resolution. The work should begin in 3 weeks and the project will begin once the paperwork is recorded. Dan Becker will call with the information on this project.

- Evans thinks the crack seal will last another year and that Lyttle is out of business so he is not sure who will provide the products for the roads. Lyttle did about 99% of the jobs in the area. The quotes for chip and seal will vary do to the oil prices. Evans also had to wait on the cold patching due to the low temperatures. Evans noticed that some of the worst cracks were on Ryan Road and he will fill these. Thombs asked about polymer sealer but Evans said he has used it in the past and the product was expensive and it didn't hold up.
- Correspondence with Township Association to sign a contract to purchase bulk salt with ODOT. The agreement must be signed by April 8th and the township would commit to of 1000 tons. Presently the township purchases salt through the co-op called Community University Education (CUE). Likley said there was a 5 year comparison between ODOT and CUE and the first 2 years have been competitive however ODOT prices have been \$5-6.00 less in the past 2 years. Evans said that the last 2 years have been a mild season and Morton has in the past raised prices. CUE in 2009-10 was \$6.26 less than ODOT; 2010-11 it was \$1.40 less and in 2011-12 it was only \$.17 less; 2012-13 ODOT was \$6.61 less than CUE and 2013-14 ODOT was \$5.52 less than CUE.

Evans said they have never had a problem with CUE or with Cargill (for 14 years) who is the delivery system and they will renew our contract because we commit to 1,000 tons. Schmidt mentioned that some municipalities ran into problems with ODOT.

Likley said that the trustees must decide if the township would like to commit with ODOT and the township will know the bid price per ton on May 8th for the 2014-15 package.

Thombs wanted to know if ODOT will rebid in October or would the price be for the whole year. Evans said that CUE is from September to September.

Zweifel added that CUE had an annual fee of \$200 and that Guilford Township has been happy with ODOT.

Likley mentioned that the guarantee with CUE was 80% up to 120% and ODOT's commitment is 90%-110%. The township committed to 1000 tons and shared with Cloverleaf Schools (150-175 tons).

Schmidt asked who was with the CUE co-op and Thombs knew of Akron University and other schools throughout Medina, Summit and Portage Counties.

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Thombs makes a motion to participate with the Township Association to use ODOT for 1,000 tons of salt and a range of 90-110% used during the 2014-2015 seasons; seconded by Schmidt.

Roll call: Schmidt- aye, Thombs- aye, Likley-aye. The motion passes.

Accepting Minutes

Likley makes a motion to accept the March 3, 2014 regular trustee meeting minutes with corrections; seconded by Thombs.

Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Likley makes a motion to accept the March 10, 2014 special meeting minutes with corrections; seconded by Thombs.

Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Zoning

The zoning books are being handed out but still need the following: Fee Schedule, Township Map, FEMA map and ZC By Laws. Waiting on Medina County Planning Services for the FEMA maps and the township zoning maps need to be updated (due to the Creston Annexed area).

Zoning Secretary Porter will work on updating the Fee Schedule and the Applications for Wind and Outdoor Wood Fired Boilers.

Zoning Inspector Sims met with Assistant Prosecutor Thorne and North Coast Soccer (ZC chair Sturdevant was unable to attend the meeting) to look over the approved site plan. ZI Sims mentioned that Thorne is working with Mr. Sweeney to avoid problems when there are larger tournaments and discussing the possibility of 3 variances. The 4th variance mentioned by Witmer in an email to NCS is not understood at this time by all parties. The variances are on file to be addressed and if not then NCS will be in violation.

ZI Sims has been in communication with Lesiak. His 30 days to clean-up the property has expired but due to the bad weather an extension will be given after Sims visits the property on 3-18-14.

ZI Sims will pick up the free FEMA map but has also requested a PDF electronic version so the township has a clean copy for reproduction.

Schmidt mentioned the upcoming zoning workshops and the memo from Cheryl Heinley should be sent out by ZS Porter to all of the board members and also the trustees.

Old Business:

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- Law suit- Case Management Conference on April 28, 2014
- Thombs talked with legal counsel regarding the Comprehensive Development Plan Resolution 2014-15 and he recommends the trustees to adopt in a timely manner. Legal Counsel advised since there were no changes in the township infrastructure the trustees should accept the committee's Comprehensive Development Plan as written and amend to include the community comments at a later date.
- Thombs read The Comprehensive Development Plan Resolution 2014-15 (as submitted and written).

Thombs makes a motion to accept Resolution 2014-15 to repeal the Development Policy Plan adopted in 2011 and to approve the submitted Development Policy Plan updated by the Plan Update Committee on December 10, 2009; seconded by Schmidt.

Discussion: Schmidt felt he was new to the process with the steering committee and the trustees, and has been listening to the information from the steering committee and appreciated that the residents were the driving force behind this Development Plan. After reviewing the past Development Plan of 1996 and 2003; reviewing the recommendation of the Steering Committee of 2009; the changes of the adopted plan of the previous trustees in 2011 (reviewing the memorandum of the Zoning Commission and Trustees additional information for the Dev. Plan of 2009); Land Planners professional recommendations regarding the Greenwich Road area; text from page 40 to establish the Light Industrial Zoning District to the zoning map; Schmidt feels that the following are suitable reasons to support the resolution:

- May benefit the highway fiber optic system
- Create job opportunities
- Land use and lower density for rural residential use
- Compatible to the future of Local/ Commercial District suitable for Office/ Light Industrial use
- Traffic impacts Office /Light Industrial area compared to other truck traffic
- Office/Light Industrial space abutted to Industrial areas in Seville Village that are experiencing success
- Marketing Office/ Light Industrial area to be a stable local tax base
- Further substantiation of the seven (7) points should include the Neo Vibrant guidelines, Medina County Economic Development, the park district, NOCAA clean water plan, FEMA floodplains, Medina County Sanitary Engineers (in regards to sewers and water systems), ODNR- ground water resources, soil maps, Census Bureau and the community input. With all of these things being considered the resolution has Schmidt's support.

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Likley also has re-read the original document (numerous times) and the changes from the Zoning Commission and Board of Trustees of 2011. Likley feels he can live with the Steering Committees recommendations and direction since it is conducive to this area and it is not too restrictive so he will too, support this plan.

Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Likley stated that Majewski provided 25 copies of the Development Plan and that this plan is the Reference Document of 2009-10 and that the 2011 Development Plan should be archived and captured as a previous document. The Comprehensive Development Plan of 2009-10 will be copied and given to the zoning board members if they do not already have an original. (All trustees at this time have a copy.)

Rumberg of 5909 Mud Lake Road requested that the community comments from residents' responses to question 12 (of the Resident Community Survey) should be included since they were omitted from the original document per the previous trustee by majority vote.

Thombs makes a motion to not alter the Development Plan dated 2009-2010 resident responses and to accept these free responses on file with the plan for additional support of documented opinions of residents and that a timeline of what has transpired from 2008 (hiring North Star); 2009-10 submitted plan from the steering committee; the adoption of the 2011 Zoning Commission and Trustee Development Plan adoption procedure; and March 17, 2014 adopting of the originally submitted plan; seconded by Schmidt.

Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

OPERS

Medina County Fiscal Officers will meet to discuss OPERS distribution.

OTARMA Insurance- Likley has not heard back from OTARMA for pricing of Fire and Rescue or township insurance. OTARMA will be at the April 7th meeting. Zweifel and Likley have met with KLA Risk consultants on March 25, 2014 (attached is the summary provided) and made recommendations to the township on ways to reduce their cost and risks.

Evans as road supervisor must assess and document the road signage and any other markers (curves where reflectors are no longer there) so the township cannot be held liable. Also the road supervisor will go through OTARMA recommended training. These proactive assessments will be part of the State Auditor's Reports and OTARMA has many documents on their website to help with township reports.

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Thombs will be inquiring about the KSU grant to help townships to be more efficient with procedures. This is a free outside support system.

Thombs will also inquire about the non-profit organization that is requesting the township to write a letter to the EPA and to support a resolution to support the Tuscarawas River Aquifer project and their efforts to preserve the areas' water quality. This aquifer is located in the southern portion of our township and covers 17 counties. Thombs will keep the trustees posted.

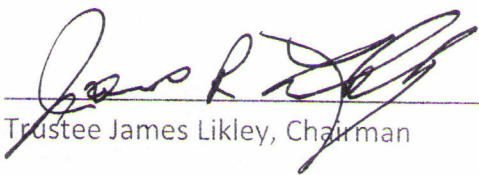
Announcements:

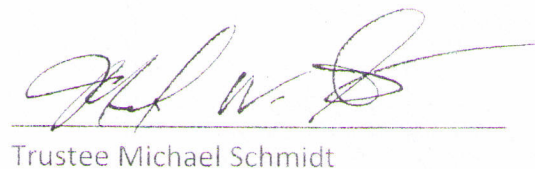
- April 7, 2014 @ 6:00 pm WFRD (Public Notice for change in time)
- April 7, 2014 @ 7:00 pm Trustees' Regular Meeting
- April 8, 2014 @ 7:30pm Zoning Commission's Regular Meeting

Thombs makes a motion to adjourn at 9:05 pm; seconded by Schmidt. Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Respectfully submitted,

Cheryl Porter, Zoning Secretary


Trustee James Likley, Chairman


Trustee Michael Schmidt


Trustee William Thombs