

Westfield Township Board of Trustees

Regular Meeting
January 5, 2015

Fiscal Officer calls the meeting to order at 7:02 PM. Roll call: Schmidt- aye, Likley- aye, Thombs- aye.

Nominations for 2015 Chair- ***Schmidt nominated Trustee Likley for 2015 Chair; seconded by Thombs. Likley accepts the nomination. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.***

Nominations for 2015 Vice-chair- ***Likley nominated Trustee Schmidt for 2015 Vice-chair; seconded by Thombs. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.***

Likley makes a motion to go into Executive Session to discuss appointments at 7:05 PM; seconded by Schmidt. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Likley makes a motion to come out of Executive Session at 7:18 PM; seconded by Schmidt. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

Committee Liaison

Likley makes a motion for Trustee Thombs to serve as Committee Liaison for Cemetery, Parks and Roads during the 2015 year; seconded by Schmidt. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Likley makes a motion for Trustee Schmidt to serve as Committee Liaison for Zoning during the 2015 year; seconded by Thombs. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Likley asks the board to consider becoming a Legislative Liaison for the trustees to provide legislative news from the State and present to the board at their meetings. This Liaison position will be tabled until further consideration by the trustees.

Motion to Maintain

Likley makes a motion to maintain the Open Sunshine Law, Resolution 2014-17 and Open Records and Mission Statement, Resolution 2014-18 be maintained; seconded by Schmidt. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Resolution 2015-01

Likley makes a motion to participate in the Advance of Real Estate Taxes for the first half of collection in 2015, Resolution 2015-01; seconded by Thombs. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

Resolution 2015-02

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Likley makes a motion to authorize the Township's Road Supervisor to proceed in certain instances by Force Account in the Reconstruction, Improvements, Maintenance and Repair of Roads and Culverts, Resolution 2015-02; seconded by Schmidt. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Resolution 2015-03

Likley makes a motion to set the Trustees Annual Salaries in equal monthly payments from the General Fund not to exceed the maximum amount set by the Ohio Revised Code; Section 505.24, Resolution 2015-03; seconded by Thombs. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Employees, Appointments and Pay (w/b with benefits, n/b no benefits)

Discussion: Thombs provided information to the trustees regarding Mr. Evans' Job Evaluation. Thombs feels Mr. Evans is knowledgeable, and works well with other township, and he came under budget with the Kennard Road project. The board would like Mr. Evans to work on the following target goals:

1. Smoking outside of the building
2. Work areas more orderly
3. Budgeting of roads
4. Create a working job description
5. Finish up work at Westfield Farms.

Thombs make a motion to increase the Road Supervisor's salary by 2% to the amount of \$23.05 per hour with benefits; seconded by Likley. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes. Discussion: This is an annual increase of \$956.80.

Thombs makes a motion to recommend no changes to the temporary road help hourly wage of \$11.44 per hour without benefits and emergency road help hourly wage of \$14.56 per hour without benefits; seconded by Schmidt. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Motion to Allow

Thombs makes a motion to allow the Road Supervisor to use his judgment in calling out emergency and or temporary help with communication to Road Trustee for time sheet approval; seconded by Likley. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Zoning

Discussion: Schmidt read his review regarding Zoning Inspector Sims' performance review and provided a copy to the Fiscal Officer. Schmidt feels Mrs. Sims is a valuable asset to Westfield Township. She is knowledgeable and has offered a smooth transition to her position. She is helpful to the two new trustees and fiscal officer and is helpful with organizing and keeping records. She knows the Zoning

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Resolution and is working closely with the Zoning Secretary to update maps and zoning code. She listens to township residents and offers workable solutions.

Schmidt makes a motion to recommend a salary increase of \$50.00 per month with not benefits for the Zoning Inspector; seconded by Thombs. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Likley makes a motion to increase the Zoning Secretary's monthly salary by \$25.00 to \$475.00 with no benefits; seconded by Thombs. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Schmidt makes a motion to recommend no changes to the monthly meeting salary for the Zoning Commission and Board of Zoning Appeals members at the meeting rate of \$30.00 with no benefits; seconded by Likley. Roll call: Schmidt- aye, Likley- aye, Thombs. The motion passes.

Zoning Appointments

Schmidt makes a motion to appoint Carolyn Sims as Zoning Inspector for the 2015 year with no benefits; seconded by Likley. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Appointments for BZA and Zoning Commission (Board Members and Alternates) whose terms are up will be deferred until the next trustees' meeting. Tuesday and Thursday the trustees will be interviewing 10 different people who have applied for the positions.

Administrative

Likley makes a motion to maintain the present secretary rate of \$30.00 per meeting hour to write meeting minutes for the trustees and 1 hour paid for prep fee per meeting with no benefits; seconded by Schmidt. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Likley makes a motion to maintain the present rate of \$17.50 for the Assistant Fiscal Officer with no benefits; seconded by Thombs. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

Schmidt makes a motion to pay \$11.00 per hour for an Assistant to the Fiscal Officer with no benefits; seconded by Thombs. Roll call: Likley- abstains, Thombs- aye, Schmidt- yes. The motion passes.

Travel Expenses (IRS \$.575 per mile)

Likley makes a motion, with prior approval, all expenses for workshops etc. be paid by the individual wanting to attend. The township will reimburse the individual for registration, overnight lodging, parking, mileage (.575 per mile) and \$40.00 per diem with proper documentations and receipts. Sales tax and alcoholic beverages will not be reimbursed by the township. (Township Policy adopted June 2011); seconded by Thombs. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Dues

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Likley makes a motion to authorize the Township to pay all elected officials' Ohio Township and Medina County Township Association dues; seconded by Schmidt. Roll call: Schmidt- aye, Likley- aye, Thombs-aye. The motion passes.

Likley makes a motion to authorize the Township to pay associate dues for employees with Board approval; seconded by Thombs. Roll call: Likley- aye, Thombs- aye, Schmidt- aye. The motion passes.

Hall Rental Opening and Closing Pay

Thombs makes a motion to pay an employee to open and close the Town Hall Complex at a present rate of \$20.00; seconded by Likley. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Fiscal Officer's Report

Likley makes a motion to pay the bills in the submitted amount of \$6,598.39; seconded by Thombs. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

- Schmidt inquired about the lack of payment of two BZA members. The Fiscal Officer will look into these payments.
- Fund status in the amount of \$537,072.16 and the checking balance is 353,486.91.
- Correspondence- Rental Agreement was prepared by the fiscal officer and provided to the trustees for review.

Minutes

Likley makes a motion to accept the December 15, 2014 meeting minutes as prepared; seconded by Thombs. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Likley makes a motion to accept the December 29, 2014 Records Retention meeting minutes as submitted; seconded by Schmidt. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

Likley makes a motion to accept the year-end December 29, 2014 meeting minutes as corrected; seconded by Schmidt. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes.

Roads Report

- Evans provided information to the Trustees about maintaining roads with chip and seal.
- Evans provided information regarding the sign tracker to be shared with Lafayette Township and the amount will be \$5205.00 including the 5 year service warranty (hand-held device and base unit). Shipping and Handling is not yet included but it should not be more than \$6,000.00. Evans will get this sign tracker ordered if the trustees so choose.

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- Thombs applied for the OTARMA \$500.00 grant stating that this will be a more accurate way to keep track of signs for insurance reasons and will apply for the 2015 More Grant for \$500.00 grant to cover the supplies and labels for the tracking device.

Thombs makes a motion to support a joint purchase of a sign scanner system with Lafayette Township and Westfield Township will not exceed \$6,000.00; seconded by Likley. Roll call: Thombs- aye, Schmidt- aye, Likley- aye. The motion passes. Discussion: Evans will provide the exact amount to the Board.

Zoning Report

- ✓ 1 Permit issued: 9260 Deerfield Road- for a shed
- ✓ 1 Ongoing Violation- 8514 Friendsville Road- Third official Zoning Violation notice not issue. Fence has been cut down to approximately 4 feet. ZI Sims will continue to review fence for compliance of opacity with the owner. Kratzer Lawsuit- 14 CA0069-M
 - Dec. 8, 2014: Medina County Assistant County Prosecutor William Thorne filed the Township's Response Brief defending the BZA denial of a Use Variance on the Kratzer Property. Moreover the Prosecutor's Office Filed a Cross-Appeal with the request for Oral Arguments, to be heard by the Ninth District Court of Appeals.
 - Dec. 22, 2014: Kratzer attorney file an extension of time. (The new due date for their response to cross appeal and Prosecutor's office would be January 20, 2015.
 - Dec. 22, 2014 (same day); Filed a Reply Brief in support of their appeal.

Case #14 CIV0173- No updated information available at this time.

Case #13 CIV0971- No updated information available at this time.

- ✓ Morning Star Farms- BZA received the application on 12-16-14 and set a BZA Hearing for 1-12-15 at 7 PM for the request of a Conditional Use. BZA Organizational Meeting will be immediately after the Public Hearing.
- ✓ Mr. Bowers hand delivered recusal request letter regarding BZA Member, Lee Evans. Letter was dated 12-18-14 and was hand delivered by ZI Sims at the 1-5-15 Trustee Meeting to the Trustees. Mr. Bowers also hand delivered larger maps of the property to be submitted with the application.
- ✓ Zoning Maps- Planning Service/ Planning Commission gave their approval with minor corrections. Trustee received a letter from Rob Henwood regarding some concerns from Bill Thorne.
- ✓ Secretary Porter handed Evans a copy of Morning Star application for his review.
- ✓ Likley stated that the trustees have no authority to ask a Zoning Board Member to recuse themselves and it is the board member's responsibility not to compromise the board.

Old Business

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Schmidt would like to look at stream lining the office equipment and updating technology to be more efficient as a township. Likley mentioned that Tom Wagner may be a good resource for this purpose.

Thombs is attending a Farm Bureau workshop to understand the financial impact of the new Farm Bill on January 15, 2015 at 10-12 AM or 1-3 PM at the Akron University Extension Office.

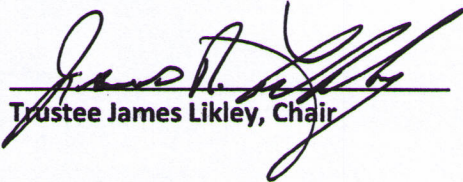
No comments from the floor

Likley makes a motion to adjourn at 8:25 PM; seconded by Thombs. All said Aye.

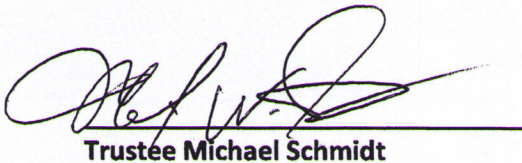
Respectfully Submitted by:

Cheryl Porter, Zoning Secretary

Date Approved: January 19, 2015


Trustee James Likley, Chair


Trustee William Thombs


Trustee Michael Schmidt