

Westfield Township Board of Trustees

Regular Meeting
March 21, 2016

Trustee Schmidt calls the meeting to order at 7:00 PM. Roll call: Likley- aye, Schmidt- aye, Thombs- aye.

Comments from the floor-none

Judge McIlvane from Wadsworth provided the Trustees his yearly report

Rebecca Princhorn from Bricker and Eckler discussed a variety of options to pay for the building of the new Fire station.

- Trustees were provided reference materials
- Capital project of any size (levy is a good option for smaller scale projects)
- Looking for the cheapest cost
- Voted Bond Issues- 1.) Define Cost and 2.) Property tax levy only used on principal and interest rates are currently down.
- Bricker and Eckler provide the following services: legally written and ready for the ballot language and appropriate amount of mileage that the tax payers will be asked to pay and for how many years.
- The process includes the following steps: ***Pass Reimbursement Resolution; Pass Resolution of Necessity; send everything to the County Auditor and set mileage for the issue; Pass Resolution to Proceed.***
- Everything sent to the Board of Election by 4 PM on August 10th to get on the November 8th election day ballot. Vote does not go into effect until 15 days- Certification of Results and 15 additional days for Contesting Period (only contest how the election was held).

Bonds: 2 ways to issue the bonds- 1.) Direct Bank Placements (One bank handling the bonds)-% of the sale approximate cost is \$10-15,000.00 and 2.) Public Sale- (paying agent and registration approximate cost is \$20,000.00). The costs are calculated into the bonds. Lots of Insurance Companies will purchase Direct Bank Bonds for tax write offs. In many cases one bank buys and handles the bonds.

Direct Bank-

- Money is given in 1 payment and interest pay back is negotiated.
- No conflict if the bank is buying the bonds in their own community
- Not as many third party fees
- Tax levy money received twice a year.
- Bank may charge a couple thousand dollar fee

Public Sale-

- Percentage is low and investors may not want to purchase with such a low rate.
- Double the amount of cost from the Direct Bank
- Usually for larger projects

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- Sold to retail customers in \$5,000 increments
- Involves more regulations and more paper work

Likley asked what the percentage rate is at this time. An estimate of 3% interest rate at this time. Bricker and Eckler's fees would be about \$10-15,000.00 (for Direct Bank Placement, township registrar and community bank).

March 22, 2016 Special Meeting and Trustees will discuss how to proceed.

Bill Thorne: How to build needs to be addressed:

Design Build: Criteria Architect works with the township to establish the "conceptual or criteria design and estimated cost of the project". The criteria architect must be selected on a (QBS) quality base selection process and must be advertised for "Letters of Qualification".

House Bill 153 states a Township does not have to put out for bids for the criteria architect but does have to go through the QBS process.

Likley asked if the Township could put on an operating levy for the purpose of debt reduction. Thorne did not think the community would support a levy of that kind since there was no guarantee of how those funds could be used and that an operating levy could continue beyond construction payment. Likley also felt approximately \$40,000.00 was a large amount to get the money for a bond issue. Likley also requested additional information from Thorne regarding an operating levies for this purpose.

Reimbursement Resolution- IRS will allow townships to go back 60 days if money is spent for cost associated with bond and/or construction if drawn from general funds providing a resolution of the same has been passed.

Reimbursement Resolution 2016-4 was read by Thombs (attached to meeting minutes).

Thombs makes a motion to accept the Reimbursement Resolution 2016-4 to recoup funds that were spent or may be spent from the General Fund; seconded by Schmidt. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Road Report

- **Sign Grant-** provide for hardware, signs, posts, school markings and reflective signs. Grant limits of \$50,000.00, not a matching grant. All products shipped to the Township and the state will pay the bill. Evans will check on the Township requirements. Evans must also get the correct agreement. April 1, 2016 is the deadline. AP Thorne reviewed drafted grant application and agreement; noted several employment and reporting requirements that will be expected. It was agreed that Lee Evans would sign off on the required communication and accept delivers of materials as needed within this grant.

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Minutes to be approved;

March 7, 2016, Likley makes a motion approve as corrected; seconded by Thombs;

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

Stone Bids—(1 bid received) Willowvale Farms Inc. Zweifel read the bid and price quotes. (Copy of Bid package offered maintained for the record)

Likley makes a motion to accept the Willovale Farms Inc. stone bid; seconded by Thombs. Roll call: unanimous.

Mowing Bids (1 bid received) Circle Lawn Care

Cemetery Bid for 28 weeks at \$182.00 each and town hall for 28 weeks at \$45.50 each. Spring and fall clean-up is \$32.00 per hour and tree lawn (as needed) at a cost of \$35.00. This is an increase of \$42.00 each mowing of the cemetery from last two years and an increase of \$10.50 for the town hall. Tree limb is down \$5.00. (Copy of Bid package offered maintained for the record)

Thombs makes a motion to reject this bid and to repost for a new bid (died from lack of a second).

Discussion: \$1,176.00 cemetery mowing increase and \$280 increase to mow the town hall.

Likley makes a motion to accept the bid from Circle Lawn Care; seconded by Thombs.

Discussion: Wait and approve at the next meeting. Likley withdraws the motion.

Road Bids-

Sarver Paving Co. Ashland

Mud Lake (Daniels- Hulbert)	\$ 17,004.00
Daniels (Mud Lake –Stuckey)	\$ 8343.00
Stuckey (St. Rt. 3- Daniels)	\$15,728.70
Buffham (Westfield- Friendsville)	\$22,473.75
Total:	\$63,954.00

Melway Paving

Mud Lake (Daniels- Hulbert)	\$21,945.00
Daniel (Mud Lake- Stuckey)	\$ 9,660.20
Stuckey (St. Rt. 3- Daniels)	\$18,442.80
Buffham (Westfield- Friendsville)	\$27,998.00
Total:	\$78,046.00

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Crossroads

Mud Lake (Daniels- Hulbert)	\$21,352.15
Daniel (Mud Lake- Stuckey)	\$10,520.65
Stuckey (St. Rt. 3- Daniels)	\$19,516.45
Buffham (Westfield- Friendsville)	\$27,342.80
Total:	\$78,831.45

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Mud Lake (Daniels- Hulbert)	\$20,727.60
Daniel (Mud Lake- Stuckey)	\$10,040.32
Stuckey (St. Rt. 3- Daniels)	\$18,986.34
Buffham (Westfield- Friendsville)	\$26,762.94
Total:	\$76,517.20

Discussion: Thombs asked about the Kennard Road project and was told that bid would be part of Guilford's Project.

Likley makes a motion to accept the Sarver Paving Company Road bid in the amount of \$63,954.00 contingent on the County Engineer's Review; seconded by Thombs. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Evans will contact Sarver after the County Engineer's Review.

- Gloria Glens has contacted Evans regarding the signs but Evans did not know who the person was. Evans would like to talk directly to the Mayor to get his word that the signs will be put up in a timely manner.
- Salt bin walls are rotting and Evans is getting price to fix. Also looking at other building prices to store the salt. Pony barn (hoop type) is 60x50' and the cost for tarp and trusses approximately \$16,000 plus block and concrete. Trusses last about 30 years, tarp warranty is 10-15 years. This size building could store about 600 ton of salt. The township ordered about 525 tons of salt this year. Our responsibility to purchase this year is 800 tons of the 1,000 tons of salt ordered.

Zoning Report

- ✓ Trustees need to set a date for a Public Hearing for Text Amendment- Provided copies electronically by Secretary Porter to the Trustees. Posted for 10 days and the documents must be available at the town hall.

Likley makes a motion to hold a Public Hearing to review the Text Amendments on April 18, 2016 at 7:00 PM prior to the Trustees' regular meeting; seconded by Schmidt. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

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- ✓ ZC is meeting with Mark Majewski on March 16, 2016 at 6:30 PM to work on Zoning Language. The ZC will meet on April 20th at 6:30PM for their next work session with Mr. Majewski.

Old Business

Kimble Recycling Co. is offering curbside recycling throughout Medina County to the township residents services are approx. \$23.00 per month.

Solid Waste Meeting on March 31, 2016 at 9:30 AM at County Park facility Hubbard Valley Road to discuss the proposed recycling mall.

Monarch email was received by all trustees regarding their progress. Monarch is meeting with funding partners. They are continuing to move forward with the project.

New Business

- Likley attended Medina County Township Association meeting held at Medina County Emergency Management facility at Sheriff's Office. They have requested survey response from township regarding hazard assessments of their communities, survey was provided to the trustees.
- FEMA Funds- Trustees need to complete NIMS training to receive the FEMA funds in the event of a disaster. Likley has completed the training and one of the other Trustees need to complete (majority of the board) is necessary for the Township to receive federal emergency funds.

Announcements

Fire Discussion Meeting on March 22, 2016

Trustee Regular Meeting on April 4, 2016 at 7:00 PM

Fiscal Officer's Report

- Payments in the amount of \$6,476.00
- Time Warner bill was received February 25th. Likley would like bills paid in a timely manner.
- Anthem Life payment \$269.94 (Due March 1st and received February 19th). Township portion is \$112.34 and WFRD portion is \$157.60. There was no Anthem Life payment on the fireside. WFRD Anthem check will be prepared at a later date.
- Seville Auto payment \$159.46 (invoice) but the check is for \$159.76. There is a .30 cent overpayment.
- Akron Bearing Company payment \$10.38 (received February 10th)
- OPERS January and February payments have not been paid. Zweifel is attempting to rectify the situation.
- Likley asked Zweifel if she needs more help or assistance. Zweifel says she needs more training. Dianna does great but she can't help with new stuff that I am doing.

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- Likley is concerned about paying bills late and having late payments. Also paying on June invoices that have already been paid. Likley does not think these are UAN issues. Likley received a phone call from OPERS regarding delinquent payments. Trustees would like to know what they can do to help Zweifel and resolve these mistakes. Schmidt asked about Dianne being a help to Zweifel with paying bills on time. Zweifel says she is ultimately responsible. Likley would like to know why the end of the year books had so many problems and he is concerned that Zweifel does not know what the problems are or how to fix them. There are problems with the deposit dates being put into the UAN system. Revenue Ledger has posted dates going back to May and not entered into the UAN system until January of this year. EMS billing for Buckeye Health Plan (transaction was entered in February of 2016). May 15th EMS revenue through December 2015 was not entered until February 2016. Interest of General Fund (April 2015) are not entered until February 2016. Likley would like to know what training would help Zweifel to enter revenue in a timely fashion when he is not seeing fiscal responsibilities improving.
- Permanent Appropriations need to be done by April 1st and they still are not ready.
- Village of Creston owes back taxes (2015) and Zweifel needs to invoice the bill.
- Appropriation reviewed by the WFRD and Trustees at the last meeting on March 17, 2016; Zweifel needs to make changes and Trustees need to review a new report. Likley has many issues with the report that Zweifel provided to the Trustees.
- WFRD side- fuel expenses for 2015 were \$9,000 (appropriated) and spent was \$4,495. Likley questioned why the 2016 appropriations were \$18,000 (same line item)
- Many line items are not funded at all for the year's appropriations. Township side- Social Security appropriations are \$10.00, not sufficient.
- Another meeting must be scheduled to review the appropriations. Resources may not be issued by the County Auditor's Office if the appropriations are not reasonable. An extension may be needed.
- Likley does not know what else to do especially since he has been asking for these reports since January.

Thombs makes a motion to pay the bills in the amount of \$6,475.70 as corrected; seconded by Schmidt. Roll call: Thombs-aye, Likley- no, Schmidt- aye. The motion passes.

- Cash Summary in the amount of \$763,397.54

Correspondence

Rental Agreement- Zweifel would like to know how much money should be kept from the deposit when the town hall is not left clean. Trustees feel a \$65.00 cleaning fee is appropriate.

Evans will need a new laptop for the sign work.

Sustainable Median County has a petition for the Trustees to sign. This was declined.

Budget Review meeting is tentatively scheduled for Monday March 28, 2016 at 6:30 PM.

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Motion to adjourn at 10:42 PM. All said aye.

Respectfully submitted by Cheryl Porter

Date Approved: _____

Trustee Michael Schmidt, Chair

Trustee James Likley

Trustee *William Thombs*