

Westfield Township Board of Trustees

Organizational/Regular Meeting January 2, 2018

Fiscal Officer Teresa Haendiges called the meeting to order at 7:30 PM. with the Pledge of Allegiance.
Roll call: Likley – aye, Horner – aye, Schmidt – aye.

Trustee Likley makes a motion to nominate Schmidt Chairman of the Westfield Township Board of Trustees; seconded by Horner. Trustee Schmidt accept the nomination.

Roll call: Horner – aye, Likley – aye, Schmidt – aye. The motion passes.

Likley makes a motion to nominate Horner Vice-Chairman of the Westfield Township Board of Trustees; seconded by Schmidt. Trustee Horner accept the nomination.

Roll call: Schmidt – aye, Horner – aye, Likley – aye. The motion passes.

Trustee Horner accepted appointment as Board Liaison for Road & Cemetery.

Trustee Schmidt accepted appointment as Board Liaison for Zoning.

Trustee Schmidt offer to maintain Resolution 2014-17 and 2014-18 the Open Sunshine Law and the Open Records and Mission Statement as no changes have been offered.

Trustee Schmidt makes a motion to accept Resolution 2018-01 to participate in the advance of real estate tax collection for the year 2018; seconded by Likley.

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

Trustee Schmidt makes a motion to accept Resolution 2018-02 authorizing the Township Road Department to proceed with certain instances by force account in the reconstruction, improvement, maintenance and repair of roads and culverts; seconded by Likley.

Roll Call: Horner – aye, Schmidt – aye, Likley – aye. The motion passes.

Trustee Likley makes a motion to accept Resolution 2018-03 stating that the Board of Trustees will be paid at an annual salary not to exceed the maximum amount set forth in ORC 505.24. The annual salary will be paid in monthly payments from the General Fund; seconded by Horner.

Roll Call: Schmidt – aye, Likley -aye, Horner – aye. The motion passes.

Trustee Schmidt makes a motion to accept the changes to the Employee handbook as follows: All vacation must be taken by the end of the year, but in special circumstances, the Trustees may grant an extension "**within the first quarter of the new year.**"

To strike or remove "**Employee must work any scheduled day proceeding and scheduled day following a holiday to be eligible for holiday pay.**"

Revision of language changing paid sick hours may be accumulated up to **960** hours – changed from 480 hours.

All revisions are effective 1/2/2018; seconded by Likley.

Roll Call: Likley – aye, Horner – aye, Schmidt – aye. The motion passes.

Trustee Likley makes a motion to maintain Roads Employees staff the rates of Road Supervisor \$23.75 per hour, 1.5 times the rate for work hours over 40; \$250 annual uniform allowance.

Temporary Roads Employee at \$11.44 per hour.

Emergency Road Employee at \$16.00 per hours; seconded by Horner.

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Roll Call: Schmidt – aye, Horner – aye, Likley – aye.

Trustee Likley makes a motion to maintain the pay of the Trustee Secretary at \$30 per meeting hour plus \$30 to set up per meeting; seconded by Schmidt.

Roll Call: Horner – aye, Schmidt – aye, Likley – aye. The motion passes.

Fiscal Officer Assistant Martha Evans will remain at \$17.50 up to 29 hours per week until it is determined there is no longer a need for this level of support.

Trustee Likley makes a motion to maintain Zoning Inspector Carolyn Sims pay at \$500.00 per month; seconded by Schmidt.

Roll Call: Likley -aye, Horner – aye, Schmidt – aye. The motion passes.

Trustee Likley makes a motion to maintain Zoning Secretary Cheryl Porter’s pay at \$475.00 per month and pay a one-time bonus of \$120.00 on February 2, 2018; seconded by Schmidt.

Roll Call: Schmidt -aye, Horner – aye, Likley – aye. The motion passes.

Trustee Likley makes a motion to maintain compensation for Zoning Boards at \$30.00 per meeting, appoint Carol Rumberg & Wayne Moore to 5 year terms, Andrew Thur, BZA Alternate and Jack Franz, ZC Alternate to 1 year terms; seconded by Schmidt.

Roll call: Horner – aye, Schmidt – aye, Likley – aye. The motion passes.

Trustee Schmidt makes a motion implement the following travel expense guidelines including mileage at the IRS level of \$0.545 per mile. Individuals will receive reimbursement of registration fees, overnight lodging, parking and mileage and \$40 per diem for meals with proper documentation and receipts. All other expenses are the responsibility of the individual; seconded by Likley.

Roll call: Horner – aye , Horner – aye, Schmidt - aye. The motion passes.

Trustee Schmidt makes a motion to authorize the Township to pay for elected officials Ohio Township and Medina County Township Association dues as well as employees as an associate member; seconded by Likley. Roll Call: Schmidt – aye, Likley – aye, Horner – aye. The motion passes.

Trustee Schmidt makes a motion to maintain the Hall Rental opening and closing fees at \$20.00 to open and close for Township employees, Trustees are exempt from receiving payment; seconded by Likley.

Roll call: Likley – aye, Schmidt – aye, Horner – aye. The motion passes.

Road Report

- Roads Supervisor Evans planned vacation between December 19 & December 22 was cancelled due to weather.
- Snow over Christmas resulted in Evans plowing during the holiday.
- 150 Tons of salt were ordered during the week of December 25, 2017.
- Septic system repairs were needed at the Township Hall and were paid at the YE Financial Meeting.

Comments from the floor

- None

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Minutes to be approved

- **Likley makes a motion** to accept the December 4, 2017 Public hearing meeting minutes as submitted; seconded by Schmidt. Roll call: Schmidt – aye, Likley – aye, Horner - abstain. The motion passes.
- **Likley makes a motion** to accept the December 18, 2017 Public hearing meeting minutes as submitted; seconded by Schmidt. Roll call: Likley – aye, Schmidt – aye, Horner - abstain. The motion passes.
- **Schmidt makes a motion** to accept the December 18, 2017 regular meeting minutes as corrected; seconded by Likley. Roll call: Schmidt – aye, Likley – aye, Horner - abstain. The motion passes.
- The 12/29/2018 Year End Financial meeting minutes not available until the 1/15/2018 regular meeting.

Cemetery

- N/A

Old Business

- N/A
- Hall Rentals
 - N/A

New Business

- Entrust Energy is offering a contract for Electricity rate. The Township will pass on pursuing as Government Entities are not eligible in most instances.
- A discussion regarding Franchise Fee collection through the cable provided determined more research is necessary and will be forwarded to Mike Lyons, legal counsel. Trustee Horner will follow up with Lyons. Trustee Schmidt spoke with Jeff Brandon, Montville Township Trustee and confirmed Montville collects the Video Service Provider Fee.

Announcements

- January 15, 2018 – East Greenwich Overlay District Text Amendment – Public Hearing 6:00 PM
- January 15, 2018 – Trustees Regular Meeting – 6:30 PM
- January 17, 2018 – Zoning Commission - Organizational & Regular Meeting 6:30 PM
 - To begin work on Planned Unit Development 606.29

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BZA will need to schedule an Organizational meeting within the next 60 days. Trustee Schmidt will reach out to Zoning Secretary Porter regarding the meeting and getting an update on the By-laws that were submitted to Prosecutor's office months ago.

Fiscal Officer's Report

No bills presented

Fund Status

- \$385,575.48 Checking
- \$100,108.77 CD

The following reports were given to the Trustees for their review.

- Appropriation Report
- Fund Status
- Payment Register – all payments from the day after the last meeting
- Cash Summary by Fund
- Revenue Status

Bank documentation was presented to add Trustee Horner to the bank accounts.

Schmidt makes a motion to adjourn at 9:00 PM; seconded by Likley. All said aye.

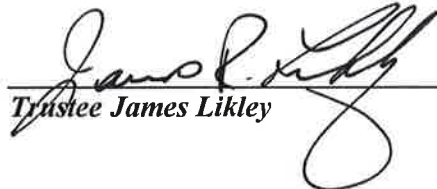
Respectfully submitted by:

Michelle English


Date approved: January 15, 2018



Trustee Michael Schmidt, Chair



Trustee James Likley



Trustee Craig Horner