

Westfield Township Board of Trustees

Organizational/Regular Meeting

January 7, 2019

Fiscal Officer Teresa Haendiges called the meeting to order at 7:47 PM. with the Pledge of Allegiance.

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

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

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

COMMENTS FROM THE FLOOR

- Erika Graffein, Medina County Auditor' Office attended stating that 1st Half Tax Bills will be mailed around January 10th with payments due February 15, 2019.
 - Property Valuation Appeals require a Board of Revision Form available on the website. Owners are encouraged to attend the meeting.
 - Homestead Exemption forms are also available online.
 - Dog License purchases are due before January 31st for \$14, the cost goes to \$28 after January 31st. There are 10 year & 3-year options available.

Schmidt makes a motion to nominate Trustee Horner Board Liaison for Road & Cemetery and Trustee Schmidt Board Liaison for Zoning of the Westfield Township Board of Trustees; seconded by Likley.

Roll call: Horner – aye, Likley – aye, Schmidt - 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 offers to maintain Resolution 2014-17 the Open Sunshine Law and 2014-18 the Open Records and Mission Statement as no changes have been offered.

Trustee Schmidt makes a motion to accept Resolution 2019-01 to participate in the advance of real estate tax collection for the year 2019seconded by Horner.

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

Trustee Likley makes a motion to accept Resolution 2019-02 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 Horner.

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

Trustee Likley makes a motion to accept Resolution 2019-03 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: Horner – aye, Likley -aye, Schmidt – aye. The motion passes.

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Performance evaluations were completed for 2018 as follows: Schmidt completed Zoning Inspector Carolyn Sims, Zoning Secretary Cheryl Porter & Trustee Secretary Michelle English. Horner completed Roads Supervisor Lee Evans and will be added to each personnel file.

Schmidt makes a motion to enter into Executive Session at 8:00 PM with Fiscal Officer Haendiges to staff compensation; seconded by Likley. Roll call: Likley – aye, Schmidt – aye, Horner – aye. The motion passes.

Likley makes a motion to return from Executive Session at 8:37 PM; seconded by Schmidt. Roll call Horner – aye, Likley – aye, Schmidt – aye. The motion passes.

Trustee Horner makes a motion to increase Road Supervisor Lee Evans hourly rate .75 to \$24.50 per hour, 1.5 times the rate for work hours over 40; Current benefits: Hospital/Medical/Life/Disability Ins; \$250 annual uniform allowance, holiday, personal, vacation and sick pay in Employee Handbook; seconded by Likley. Roll Call: Schmidt – aye, Horner – aye, Likley – aye.

Trustee Schmidt make a motion to maintain the following pay rates:
Temporary Roads Employee at \$11.44 per hour.
Emergency Road Employee at \$16.00 per hours; seconded by Likley. Roll Call: Likley – aye, Schmidt – aye, Horner – aye.

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

Trustee Schmidt makes a motion to have the Fiscal Officer Assistant rate remain at \$17.50 up to 29 hours per week; seconded by Likley. Roll call: Horner – aye, Likley – aye, Schmidt – aye.

Trustee Schmidt makes a motion to maintain Zoning Inspector Carolyn Sims pay at \$500.00 per month and a one-time \$350 bonus; seconded by Horner. Roll Call: Schmidt -aye, Horner – aye, Likley - aye. The motion passes.

Trustee Schmidt makes a motion to maintain Zoning Secretary Cheryl Porter's pay at \$475.00 per month and pay a one-time bonus of \$125.00; seconded by Horner. Roll Call: Likley -aye, Horner – aye, Schmidt – aye. The motion passes.

Trustee Schmidt makes a motion to maintain compensation for Zoning Boards members at \$30.00 per meeting, seconded by Horner.
Roll call: Horner – aye, Schmidt – aye, Likley – aye. The motion passes.

Trustee Schmidt makes a motion to appoint Joe Doty to a 5-year term expiring 2023, seconded by Horner. Roll call: Horner – aye, Schmidt – aye, Likley – aye. The motion passes.

Trustee Likley makes a motion to appoint Jack Franz, ZC Alternate to 1-year term; seconded by Horner. Roll call: Horner – aye, Schmidt – aye, Likley – aye. The motion passes.

Trustee Schmidt makes a motion to appoint Andrew Thur to a 5-year term expiring 2023 on the BZA as a replacement for Keith Simmerer; seconded by Horner. Roll call: Likley – aye, Horner – aye, Schmidt – aye. The motion passes.

- Keith Simmerer is thanked for his time & commitment.

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Trustee Schmidt makes a motion implement the following travel expense guidelines including mileage at the IRS level of \$0.58 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: Schmidt – aye, Horner – aye, Likley – 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: Horner -aye, Schmidt – aye, Likley – 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 has a planned vacation day January 8, 2019.
- Salt bins are full with a cost to date of \$10,612.00.
- More fallen trees have been taken care of recently.
- The new truck is due back from repairs to the load limiter & auger.
- New snow blade was determined to not correct for our roads and will be replaced. Pricing refund to be determined.

Cemetery

- N/A

Zoning

- Zero (0) permits issued and 1 Violation (Deer Pass Structure)
- Zoning Commission Meeting next meeting January 16th at 6:30 to propose amendments on language for 606.A.29 Planned Developments and related 807 Site Plan Review. Mark Majewski is finalizing the final draft. The intent is to send it to Planning Services for an information review.
- Deer Pass site plan review. Still in violation. Septic approval is pending final soil testing. ZC will need to reconvene to approve the amended site plan due to owner's missing deadline dates and approval conditions.
- BZA – Westfield Terrace/Lakes: MC Planning Services & Planning Commission recommended "Approval with Modification" the proposed "revised site plan" for the subdivision. Final MCPS approval will require the BZA Westfield review and approval. The developers are proposing changes to configuring Phase 2 and adding a Phase 3, renumbering the lots and small changes to the open space calculations. The Zoning Department has received the application, 3 separate sets of Drawings and the neighborhood property list. ZI Sims will meet with Planning Services to confirm documentation is same and requirements clear. Public Hearing is tentatively scheduled for the end of January.
- Tim & Linda Kratzer's Appeal to the denial of the Use Variance for Lack of Evidence: A non-oral decision is scheduled to be rendered January 7th according to Magistrate Leaver Order and schedule. Special Prosecutor Innes (BZA) and Al Schrader (Township) prepared and submitted

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reply briefs before the December 14th deadline. Krazter's attorney filed a reply brief January 4, 2019.

- Potential large lot subdivision inquiry along Kennard Road reviewed by Planning Services and ZI Sims. New proposed reconfiguration does not require variances at this time. Gas and Oil wells may require further review.
- Greenwich Road lot title search under review by Asst. Prosecutor Mike Lyons to assist in determining if a non-conforming lot.
- Truckstops of America: demolition proposed at the hotel on the property. It will be replaced by grass or asphalt. Checking county level requirements.
- Pilot: Interior upgrades to the Subway Store at this time. As proposed no zoning required. Cosmetic only – no signage.
- County Recorder has communicated their request for our most updated Zoning Book for their records. Trustee Schmidt will follow-up to provide.

Minutes to be approved

- **Schmidt makes a motion** to accept the December 17, 2018 Regular meeting minutes as corrected; seconded by Horner. Roll call: Horner – aye, Schmidt – aye, Likley – abstain. The motion passes.
- **Likley makes a motion** to accept the December 28, 2018 Special meeting minutes as amended; seconded by Schmidt. Roll call: Likley – aye, Schmidt – aye, Horner - abstain. The motion passes.

Old Business

- Communication from the Muskingham Watershed was placed in the file with the Resolution of support passed December 3, 2018.
- A memo with an updated organizational listing will be submitted to the Medina County Commissioners.
- The Business Impact Analysis will be performed in the 1st Quarter of 2019.
- Hall Rentals
 - N/A
- Recycle/Solid Waste District – next meeting January 17, 2019 at 9:30 AM. Trustee Likley is unable to attend so the Montville Rep will act as the alternate attendee.
 - Public hearings regarding the increase in the tipping fee are being held with the County Commissioners.
- Trustee Likley stated that fiber optics work being performed by Ohio Edison contractor in our areas is for their grid and does not include data lines for residents.

New Business

- Medina County Economic Development's annual meeting is January 19, 2019 with a cost of \$75.00.

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Announcements

- January 21, 2019 – Trustees Regular Meeting – 6:30 PM
- January 16, 2019 – Zoning Commission Organizational & Regular – 6:30 PM

Fire Station

- No updates at this time but a meeting should be schedule soon regarding the final cost estimates.

Fiscal Officer's Report

Likley makes a motion to authorize the payment of bills totaling \$1,300.69 as submitted; seconded by Horner. Roll call: Schmidt – aye, Likley – aye, Horner – aye. The motion passes.

The following 2018 year end reports were given to the Trustees for their review.

- Revenue Status
- Appropriation Report
- Fund Status
- Cash Flow YTD
- Cash Summary by Fund
- Receipt Detail – December 2018

Fund Status

- \$502,124.65 Checking Balance
- \$101,521.97 CD
- \$3,148,949.71 – Bond Funds
 - Trustee Schmidt would like a forecast of interest earned based on the draw schedule.

Appropriation Reallocations

- N/A

2019 Temporary Appropriations cover the first 3 months of 2019.

Schmidt makes a motion to adjourn at 9:50 PM; seconded by Likley. All said aye.

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Respectfully submitted by:

Michelle English


Date approved: February 4, 2019



Trustee Michael Schmidt, Chair



Trustee James Likley



Trustee Craig Horner