

# Westfield Township Board of Trustees

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Regular Meeting  
December 16, 2019

Trustee Schmidt called the meeting to order at 7:00 PM with the Pledge of Allegiance  
Roll call: Horner – aye, Schmidt – aye, Likley – aye.

## Comments

- N/A

## Executive Session

- Postponed

## Minutes to be approved

- *Likley makes a motion to accept the December 2, 2019 meeting minutes as corrected; seconded by Horner. Roll call: Horner – aye, Likley – aye, Schmidt – aye. The motion passes.*

## Zoning

- 5 house certificates – 2 Westfield Lakes Phase, 1 Deck, 1 second story and 1 other new home
- Presentation of Phase 3 of Westfield Lakes for signature by the Trustees
  - Scott Bennett, Ryan Homes & Nate, Land Development Manager were in attendance to address open issues
  - The plat does not call out the retainage basin, it is on the site plan and will be maintained as the record.
  - Convey bulk of open space to the HOA. An identified portion on plat #3 will be conveyed to Medina County Soil and Water.
  - Oil/gas Tank batteries were relocated and lots 101 thru 104 are buildable lots with restrictions due to the setbacks.

**Likley makes a motion** to accept Westfield Lakes Plat #3 as submitted for signature; seconded by Horner. Roll call: Schmidt – aye, Likley – aye, Horner – aye.

- Current Violations
  - Deer Pass – may formally address after January 1, 2020
- Zoning Commission had a meeting this Wednesday, November 20<sup>th</sup>
  - Next meeting December 18<sup>th</sup> working on future text amendments regarding Planned Unit Developments for residential subdivisions. Mark Majewski will not be in attendance.
  - Members are concerned about meeting training requirements. Chairman Doty scheduled an in-house training with County Auditor March 5, 2020 at 6:30 PM. All Boards are invited.
- MC Planning Services sent an e-mail requesting a record disposal dated 12/13/19. Sims will receive the records to determine if disposal is necessary
- Zoning will box obsolete records to the records room for disposal.
- 7 Updated zoning books need to be printed.
- Mark Witmer's complaint has not been resolved as he is not returning Attorney Schrader's calls.

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- BZA
  - Public hearing on January 7, 2020  
Review a variance application for non-conforming change of use structure at 5805 Buffham Road.  
Organizational Meeting and By-law Review
  - A meeting on November 21<sup>st</sup> regarding the Kratzer Property with the development Attorney and MC Planning Services was conducted. NO NEW UPDATES
  - Public records requests have been satisfied for this project.
  - Recommendations to review Zoning Fee Schedule to answer Auditor questions on square footage.
  - Love's Speedco signage, ZI has communicated information needed.
  - Possible culvert work on Greenwich Road old Wolf Property.

## Roads Report

- E-poke system is in transit after having been delayed in US Customs. It was shipped from England.
- ODOT submitted a letter for Trustee signoff regarding the maintenance of Township roads used as detours during the R-cut construction. Trustees are not satisfied at this time and will delay signing off.

## Cemetery

- Trustee Horner is reviewing the fee schedule and comparing the fees to other Townships.
- Reimbursement is available from the Ohio Township Association for indigent burial expenses.

## Safety Services Building

- The budget spreadsheet is up to date as of 12/16/2019 after meeting with F.O. Haendiges, F.O. Assistant Kurtz & Chief Fletcher
  - Trustee Likley discussed the expenses not identified within the scope of the project. To date those expenses total \$5,445.91.

TOTAL	\$128,860.52
Known Costs & Quotes	121,614.26
Balance Remaining	\$ 7,246.26

- The \$128,860.52 includes bond funds, \$26,224.00 of Township funds and \$13,500.00 of donated funds held by the WFRD Fire Association. The Association decided to administer their donated funds. There is a \$6,000.00 Enzo Wash System, \$4,618.48 Best Buy invoice & \$729.26 Lowes invoice that were identified to be paid from the Association's funds. That leaves a balance of \$2,152.26 of donated funds.
- Trustee Likley stated that as the Board approved the requested Change Orders for additional items and cost, it did so with the understanding of donated funds available.
- Trustee Likley reminded the board that construction utilities for December & January will need to be paid and pending change order.

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- It was also discussed that all funds committed to the project under the management of the Township including the \$26,224.00 from the General Fund will need to be expended fully to the satisfaction of the State Auditor. The Fire Association funds are not subject to an audit.
- Spectrum will begin the installation of lines for cable and internet service next week. Those installation costs are between \$800 - \$900.
- Trustee Likley reviewed the Simmons Brothers Contract regarding the required Retainage Funds. Presently these funds total \$122,737.48. The contract allows for the payment of these and the retainage of any funds required to complete the project in the spring seeding as needed.

## Old Business

- Recycle Center – 12/12/2019 at 9:30 AM, Trustee Likley attended. County Commissioners will vote during their 12/14/19 meeting to increase fees effective 1/1/2020.
  - Mike Pope, Litchfield Township Trustee, was elected to fill the seat vacated by Trustee Likley.
- Hall Rentals
  - N/A
- Seville Hospitality's 3<sup>rd</sup> Quarter Bed Tax was received in the amount of \$1,407.00. Last year's amount was \$4,653.00. F.O. Haendiges sent a letter to the corporate office to inquire about the difference. No update at this time.

## New Business

- Michelle English will be resigning at the end of this year. A posting for the Trustee Secretary position was posted in the Gazette 3x for \$180.00. 2 applications have been received.
- US Protective Services will be installing the security camera system on Monday, December 23<sup>rd</sup>. They will arrive between 8 – 8:30 AM.

**Likley makes a motion to accept Resolution 2019-17** to provide clarification of benefits provided and or available to full-time employees, Elected Officials or Appointed Official(s) to an elected official(s) vacancy. In accordance with ORC 505.60, 505.602; seconded by Horner. Roll call: Schmidt – aye, Horner – aye, Likley – aye. The motion passes.

**Schmidt makes a motion to accept Resolution 2019-18** to set Temporary Appropriations for Year 2020 as submitted; seconded by Horner. Roll call: Horner -aye, Likley – aye, Schmidt – aye. The motion passes.

- Trustee Horner attended the County Trustee Winter Banquet at which Christine Fazio, Director of Medina County Emergency Management won an award.

## Announcements

- December 30, 2019 – Special Year End & General Business 3:30 PM
- January 6, 2020 – Regular Meeting 7:00 PM

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## Fiscal Officer's Report

*Schmidt makes a motion to pay the bills in the amount of \$758,358.48 as submitted; seconded by Horner.*

**Discussion;** Trustee Likley questioned the product and the purchase process of the AquaSalina deicer. Had recommended that the research of the product be done and its safety.

- Simmons Brothers Construction - \$723,501.71 – AIA Payment #8 for the Safety Services Building
- Roderick Linton Belfance LLP - \$11,137.50 – Attorney Schrader's services
- Nature's Own Source - \$2,250.00 – 5,000 gallons of Aqua-Salina deicer
- Mitchell Communications - \$2,813.50 – Radio & Tower Equipment
- Lowes - \$7,195.98 – Radio & Tower Equipment
- Salsbury Industries - \$4,770.54 – Radio & Tower Equipment
- \$134.67 was received from Lee Evans for cell phone overages. Trustee Schmidt suggested combining the WFRD (AT&T) phones with the Township's (Verizon) plan.

*Roll call: Likley – no, Schmidt – aye, Horner – aye. The motion passes.*

## Fund Status

- \$731,274.39 Checking
- \$103,735.95 CD
- \$546,405.79 – Bond Checking

## Appropriations Reallocation

- \$50.00 to 2011-330-212-000 SS from 2011-330-190-0000 Salaries
- \$62.10 to 2021-330-222-0000 Life Insurance from 2021-330-223-0001 Dental
- \$111.42 to 2021-330-599-0002 Cell Phone from 2021-330-510-0000 Due & Fees
- \$2.04 to 1000-110-240-0000 Unemployment from 1000-110-230-0000 BWC
- \$112.00 to 1000-120-3510-0000 Electric from 1000-120-420-3582 Operating Supplies
- \$41.00 to 2031-330-351-0000 Electric from 2031-330-353-0000 – Natural Gas

## Correspondence

- N/A

F.O. Haendiges submitted her letter of resignation effected December 31, 2019. She notified the Medina County Board of Elections. She will attend the January 6, 2020 Organizational Meeting. The Board has 30 days to appoint a Fiscal Officer.

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

*Respectfully submitted by:*

*Michelle English*

*Date approved: 1-6-2020*



*Trustee Michael Schmidt, Chair*



*Trustee Craig Horner*

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*Trustee James Likley*

