

Westfield Board of Trustees

Regular Meeting
February 3, 2020

*Trustee Schmidt called the meeting to order at 8:03 PM with the Pledge of Allegiance.
Roll call: Patterson-aye, Schmidt-aye, Horner-aye.*

Trustee Schmidt makes a motion to hire Amy Banfield as the Trustee secretary at a compensation rate of \$30.00 per meeting hour with an additional \$30.00 (1 hour's pay) for minute preparation at home; seconded by Trustee Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

- *Amy Banfield is thankful to serve in this role.*

Comments From Floor

- Westfield Center Mayor Thomas Horwedel speaking on behalf of the village issues a "thank you" for taking care of the sidewalks.
- Mayor Horwedel has concerns for the name of the new building. He prefers 'Westfield Fire and Rescue Station.' Trustee Horner has reached out to Mike Lyons for his input on legalities associated with a name change of the building. The Westfield Center Council president stated that the voters were not aware that the name listed on the levy was the actual name that it would be given. He also stated that the voting for approval of a new building was carried by the village residents.

Executive Session

Schmidt makes a motion to commence executive session at 8:11pm to discuss a public employee; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.

*Schmidt makes a motion to exit the executive session at 8:40pm. Seconded by Horner.
Roll call: Patterson-aye, Schmidt-aye, Horner-aye. No action out of executive session.*

Minutes to be approved

- None

Road Report

- Roads Supervisor (RS) Lee Evans in attendance.

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- Stone bids need to be put out. February 29th is the deadline for the bids and bids can be opened on March 2, 2020.
- Mr. Evans questions the trustees if the mowing bids need to be put out for bidding. Trustee Schmidt stated that due to the increase in the amount of mowing needing done that other companies may want to bid. Schmidt would like to open mowing for bidding. Mowing has been done by Enviroscares for the past 2 years. The township has had issues with mowing companies in the past prior to hiring Enviroscares. The board has authority to choose which bid they want to move forward with, however, they must provide reasoning for choosing any bid that is not the lowest amount. Landscaping businesses within the village have voiced interest in the mowing job.
- 2 separate legal/notice ads must be placed for bidding on the stone and mowing. FO Kurtz will handle this.
- Dan Becker from Medina County ODOT contacted the roads department. On March 5th they will have bidding open for repairs on Ballash and Buffham roads. They will be open on March 26th. A bid tab will be opened for the board to approve. The job can be awarded on the first meeting in April 2020.
- Culvert update on intersection of north Ryan and Eastlake roads. There is concern for driver safety and the sight distance is limited at this intersection. RS needs more Right of Way than the county planned previously. RS Evans needs additional trees removed. Owners of property need to approve. This will be a fall 2020 project once funding is received.
- Issues continue with the manifold on the plow truck. Incorrect pump was put on by the manufacturer. New valve pump is needed and is covered under warranty.
- Due to the mild weather more cold-patching was done today.

Cemetery

- Trustee Horner made recommendations for cemetery pricing/purchasing. 4-grave lots will be eliminated. Opening and closing for a cremation site will remain at \$150.00. Additional charges for opening and closing on weekends and holidays will be \$100.00.

Trustee Schmidt makes a motion to adjust the following rates for the Westfield Township-Friendsville Cemetery: Effective immediately 1-grave lot for township residents increased from \$200.00 to \$300.00. 1-grave lot for non-residents increased from \$200.00 to \$400.00. 2-grave lots for townships residents increased from \$300.00 to \$600.00. The 2-grave lots for non-residents increased from \$400.00 to \$800.00. Opening and closing of an adult grave site increased from \$300.00 to \$600.00. Opening and closing of an infant site increased from \$150.00 to \$250.00. All other rates remain unchanged; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

Zoning

- Zoning Inspector (ZI) Sims is in attendance.

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- 15 lots have sold at Westfield Terrace. They will be provided in 4 zoning certificates at a time due to a delay in water and sewer. 39 lots were in phase 3 of the project. Many were pre-sold. 4 n 4 new home zoning certificates have been issued. The trustees can review these. All 3 re-plats will be available for review as agreed upon.
- 1 agricultural exemption was approved and issued at 5671 Buffham Road. They have extended an indoor riding arena. Building dept aware.
- 1 Violation was issued. ZI Sims is awaiting input on how to proceed with Deer Pass Golf Course. The site is currently listed for sale. This site is not in compliance with the Zoning Commissions Approved Site Plan and other set conditions. The Medina County Building Dept is dually involved. There are now 33 minor infractions on the building that was erected without permits.
- Site Inspection performed by ZI Sims and Trustee Patterson at 7552 Seville Road. Legal conference is pending with zoning and Mike Lyons. Photographs were taken and will be used in the legal review. The property was inventoried.
- Resident inquiry on a property on Friendsville Road. There is a truck on blocks close to the road. ZI Sims has attempted to contact the owners of the property; it is currently being rented. A friendly reminder will be issued. It is the responsibility of the property owner.
- A property at the intersection of Ryan and Buffham roads is of concern as. ZI Sims will drive by and assess.
- The County Tax Map and Engineers office needed information on lot splits. This was completed. Lot splits must be reviewed before the Board of Trustees.
- The County Recorder requested a recording of the zoning book. ZI Sims will deliver it. Expenses will be reimbursed.
- New binders are being purchased and compiled for BZA and Zoning Commission members.
- Cell tower- Morning Star Farms. No new updates.
- No updates on Kratzer parcel.
- A joint meeting is held annually between the BZA, Zoning commission and Board of Trustees. Spring time is usually best for all boards to meet. Zoning Secretary (ZS) Cheryl will send out communication regarding this.
- New members need paid for upcoming training.
- Joe Doty is chairman of the Zoning Commission. Roster needs to be updated for new members. Trustee Schmidt suggests that the website be updated to reflect new members.
- The proposed future text amendment regarding Planned Development for residential subdivisions needs reviewed by the Board of Trustees. A consultant was hired to review it.
- No BZA business pending.
- New member Greg Heimberger needs training.
- IHOP is inquiring at the TA truck stop.
- The Medina County Auditor is doing in-house training on March 5th at 6:30pm. All 3 boards are invited.

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Safety Services Building

- See new station project list (attached).
Trustee Schmidt stated that fiber-optic cable should be looked at as an alternative. This may be a better option.

Trustee Horner makes a motion to approve the purchase of 6 phones from Verizon for \$310.00; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

Trustee Horner makes a motion to approve the purchase of US Protective Services (bridging equipment) for \$750.00; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

Old Business

- Solid Waste District – Trustee Schmidt would like representation from our Township on the MCSWD board. Traffic flow and safety of township residents is of concern. Trustee Patterson will start attending the meetings.
- Hall Rental - inquiries received, but no commitals. Election day will be March 17th.
- US Protective Services - codes have been revised. Alarm system is functioning properly. Trustee Horner suggests that signage should be posted stating “Surveillance Cameras in use.” Horner will ask RS Evans to look into this.
- IT Risk management meeting between OTARMA and Trustee Schmidt and FO Kurtz will be 2/4/2020.

New Business

- Lease agreement for WSSB.
- Trustee Schmidt stated that there is a disaster recovery plan in place. Remainder of the audit discussion will be tabled.
- F.O. Kurtz received an email from Summa regarding drug testing of employees. The email was forwarded to Michael Lyons for input. Still awaiting a response.

Announcements

- February 17, 2020 – Trustees Regular Meeting – 7:00 PM.

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Fiscal Officer's Report

- Payment Listing in the amount of \$527,284.62 (see attached). Bond Levy payments comprise \$510,074.03 of the total township payments listed. Those items include flooring, countertops and water usage for the new WSSB.
- All utilities for the old WFRD building will be transferred to the village on February 28th. Trustee Schmidt stated that effective February 1, 2020 all utilities will be paid out of the WFRD account and not the township bond account.
- Trustee Schmidt questioned the Westfield Fire and Rescue line item. FO stated this is for the Bureau of Worker's Comp reimbursement. The reimbursement was divided between the WFRD and TWP.
- Frank Brother's payment was made for the topsoil for the cemetery.
- Safety equipment was purchased by the Roads Supervisor.
- Trustee Schmidt questioned Nature's Own Source, LLC line item. FO clarified that this is for aqua salina purchase.

Schmidt makes a motion to pay the bills in the amount of \$527,284.62 as submitted; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.

Receipt Detail

- See attached.

Revenue Status

- See attached.

Fund Status

- \$103,974.23 Pooled Investments
- \$523,815.73 Secondary Checking
- \$634,100.05 Primary Checking -\$1,238,623.64 All Total Funds
- Trustee Schmidt questions the Bond For SSB line item. Fund Status for the WSSB is a higher amount compared to the total in the secondary checking (bond levy money). Trustee Schmidt would like these totals clarified. He suggests a separate ledger is initiated for the WSSB payments. FO will run reports to clarify all payments made out of the bond levy monies to determine what amount is remaining in the WSSB account.

Appropriations Status

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- See attached.

Appropriation Supplemental

- See attached.

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Correspondences

- Thank you letter from the SPCA for a donation. They also requested that an additional donation be made.
- Simmons Brother's change order was received. This can be discarded.
- The International League of Cities sent a form to join their club. We will not join at this time.

WFRD and Township Annual Reports were entered by the FO.

FO Kurtz is attending a conference from Wednesday through Friday of this week (February 5-7th). Hotel reservations were made for 2 nights.

Schmidt makes a motion to adjourn at 10:40 PM; seconded by Patterson. All said aye. Meeting adjourned.

Respectfully submitted by:

Amy M. Banfield

Date approved: 2-17-20

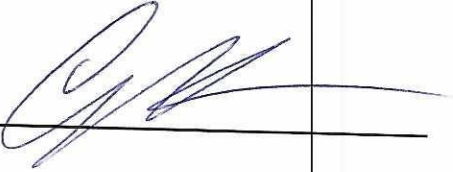
Westfield Board of Trustees



Trustee Michael Schmidt, Chair



Trustee Kent Patterson



Trustee Craig Horner