

# Westfield Board of Trustees

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Regular Meeting  
February 17, 2020

*Trustee Schmidt called the meeting to order at 7:25 PM with the Pledge of Allegiance.  
Roll call: Patterson-aye, Schmidt-aye, Horner-aye.*

## Executive Session

*Trustee Schmidt makes a motion to commence executive session at 7:30pm; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Discussion of a public employee's wages and benefits.*

*Trustee Schmidt makes a motion to exit executive session at 8:10pm; seconded by Patterson. No action taken. Roll call: Patterson-aye, Schmidt-aye, Horner-aye.*

## Comments From Floor

- None

## Minutes to be approved

- 01-20-2020 Minutes. Under correspondence, minutes should read "Kirtland."

*Trustee Schmidt makes a motion to approve the minutes as corrected; seconded by Horner.  
Roll call: Patterson-aye, Schmidt-aye, Horner-aye.*

- 02-03-2020 Minutes.

*Trustee Schmidt makes a motion to approve the minutes as presented; seconded by Horner.  
Roll call: Patterson-aye, Schmidt-aye, Horner-aye.*

## Road Report

- Roads Supervisor (RS) Lee Evans in attendance.
- Stone and mow bids are advertised. Bids are due on February 28th by 12pm. The legal notice was advertised in the Medina Gazette.
- RS Evans was plowing and salting frequently the last two weeks.
- Hot water tank is down. Will repair soon.
- Salt bins are almost full. 150 tons was ordered.
- Aquasalina is being used to pre-wet the salt. RS Evan stated that this has saved on salt usage.
- Plowing and mowing of the new building will need to be invoiced out to the WFRD. The lease states that the WFRD is responsible for the maintenance on the outside of the building.

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- Medina County was contacted regarding the retention basin. The village is responsible according to the county. Water should only be in the basin when it rains.

## Cemetery

- N/A

Trustee Schmidt recommends that the FO utilize the help of Carolyn Sims to assist with any updates that need done on the website and directories.

## Zoning

- Trustee Patterson and ZI Sims met with Mike Lyons (legal) to discuss the property on Seville Road. Photographs were reviewed and legal suggests that there are zoning issues. A letter must be written and sent and provide a time frame for the resident to comply.
- Property on Kennard requests a lot -split to build a house. A bridge is in the front of the property for access from the road and there is not enough frontage to split the lot. Will continue to monitor.
- The Northern Ohio Railroad Museum has purchased additional property adjacent to their current property.
- 6 new zoning certificates for Westfield Lakes have been issued.
- Trustee Patterson attended the annual conference in Columbus. He attended many classes.

## Safety Services Building

- There was a parade tonight, 02-17-2020. The parade route started at the old building and ended at the new WFRD building.
- Chief Fletcher would like to have the WFRD building staffed 24 hours a day. Trustee Schmidt stated that this would require an operating levy to cover the costs of the EMS personnel. Schmidt stated that most townships have an operating levy for this purpose.
- Fund status for the SSB. \$342.80 remains from the levy. Property taxes and interest will go into the fund as the money is received. The fund balance is \$23,887.45 (this is money the township is giving to the WFRD). FO Kurtz printed a ledger for all monies taken out of the building fund from 2018-current. Trustees will review.

## Old Business

- Solid Waste District – no new updates. Trustee Horner sent an email requesting Trustee Patterson be allowed to represent our township on the board for the Solid Waste District. Public safety continues to be of concern.
- Hall Rental - Election day will be March 17th.

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- Personnel Policy Handbook will need new signatures from all members/employees of zoning, township and fire.

## New Business

- Lease agreement for WSSB.
- Audit review- Trustee Schmidt stated that there is a disaster recovery plan in place. There were 3 finance/fiscal issues noted. The issues were already addressed with the auditor.
- Summa DOT- legal was contacted and awaiting a response. FO is in contact with Summa regarding this.

## Announcements

- March 2, 2020 – Trustees Regular Meeting – 7:00 PM.
- March 5, 2020- Zoning Training Mtg w/Mike Kovach at 6:30pm.
- March 7, 2020- WFRD Appreciation Dinner at Corkscrew in Medina.

## Fiscal Officer's Report

- Payment Listing in the amount of \$35,245.97(see attached). All utilities for the old WFRD building will be transferred to the village on February 28th. There are 3 payment listing that belong to WFRD totaling \$14,146.49. This was taken out of the building fund.
- Trustee Schmidt asked for clarification on Ohio Edison payment.
- Trustee Schmidt asked for clarification on Orlo Auto payment.
- Trustee Schmidt asked for clarification on Southeastern Equipment CO. This was for the Gradall.
- Trustee Schmidt asked for clarification on Independent AG Equipment. This was for yard supplies.
- Trustee Horner asked for clarification on the Cargill payment. Salt is \$76.32/ton currently.
- Trustee Schmidt asked for clarification on the ODJFS payment listing for \$5.10. This is for unemployment for a public employee.

*Schmidt makes a motion to pay the bills in the amount of \$35,245.97 as submitted; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

## Fund Status

- \$104,204.96 Pooled Investments
- \$342.80 Secondary Checking
- \$635,655.34 Primary Checking -\$740,203.10 All Total Funds

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- Trustee Patterson questioned if we are receiving real estate taxes from the levy. The bond money coming in from the taxes should cover the cost of the levy payment. FO Kurtz stated that money from taxes and interest from savings goes into the 4101 account (Bond for Safety Service Building). \$23,320.00 has been received this year and was placed into the 4101 account. The first levy payment is \$125,014.00 and is due June 1st. FO confirms that none of the real estate tax monies have been spent. The auditor directs where the money should be credited.
- Secondary checking will remain open if no fees are associated with the low balance. FO would like to close this account.

(See attached)

## Appropriations Status

- N/A

## Appropriation Supplemental

- See attached.
- Money was supplemented for HRA accounts, 2020 withholdings and final audit bill.

## Correspondences

- Unemployment notice from ODJFS for a public employee.
- Census Bureau letter.

*Schmidt makes a motion to adjourn at 9:20 PM; seconded by Patterson. All said aye. Meeting adjourned.*

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*Respectfully submitted by:*

*Amy M. Banfield*

*Date approved: 3-2-20*



*Trustee Michael Schmidt, Chair*



*Trustee Kent Patterson*

*Trustee Craig Horner*