

# Westfield Township Board of Trustees

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Special Meeting  
April 22, 2020

***Trustee Schmidt commenced the Trustee meeting via Google Duo on April 22nd at 4:43pm. Roll call: Horner- here, Patterson- here, Schmidt- here.***

## Roads Report

- RS Lee Evans in attendance.
- The road crew has been cleaning out ditches on Ballash Rd and Westfield Landing as well as Lafayette. There are more ditches needing done. The contracted mowing has been done two times already this year.
- 1,000- hour service is being done on the New Holland mowing tractor.
- OPWC money will be used to do the culvert repair.

***Trustee Schmidt makes a motion to approve Valley View to do the spraying at \$50 per application under the discretion and direction of RS Lee Evans; seconded by Horner. Roll call: Horner- aye, Patterson- aye, Schmidt-aye. Motion passes.***

## Zoning

- ZI Sims in attendance.
- 6 zoning certificates have been issued. 5 of which are new homes (4 in Westfield Lakes and 1 on Ballash Road) and 1 for a deck. ZI Sims anticipates 3 new zoning certificates today.
- Kratzer parcel update- pending zoning application that was provided by the Kratzer's attorney was given to special prosecutor Jerry Innes with the Lorain County Prosecutor's Office. ZI Sims will be in communication with special prosecutor Innes at the end of this week. A stakeholder's meeting could be arranged via Zoom sometime after May 1st.
- The zoning commission has canceled all in- person meetings indefinitely and does not have a virtual platform established to meet.
- Trustee Schmidt discussed options for how to proceed with virtual meeting platforms. Schmidt will look into purchasing a Zoom account for the TWP. It will cost approximately \$150. The zoning commission would be able to utilize the TWP zoom account for their virtual meetings should they choose to do so.
- Trustee Schmidt discussed the internet speed and connectivity issues at the TWP hall. The equipment needs to be upgraded. Last upgrade was in 2007.
- The revised zoning fee schedule was reviewed (See Attached). Accessory buildings under 200sqft do not require a zoning certificate. Some clarifications were added to the document. To offset TWP costs, the fee for applicants requesting an additional meeting will be increased to \$280.00 from the current rate of \$200.00.

***Trustee Schmidt makes a motion to approve the Westfield TWP zoning fee schedule with dated revision April 6th, 2020 with one modification: on page #3 - the fee for additional meetings required by***

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*an applicant be increased from \$200.00 to \$280.00; seconded by Patterson. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.*

- ZI Sims noted that the Kratzer parcel application fees will not be affected by the motion passed to increase fees. There will be no change in fees due on their pending application.
- Mr. Block from GPD Group has submitted a draft application for the cell tower on Friendsville Road. A variance will be required to move forward.
- An electronic version of the zoning violation form will be given to Trustee Patterson for him to be able to follow up with minor zoning violations within the TWP.
- The health department inquired that someone is living in a trailer on the Ricardi parcel. There is a large amount of trash on and around the property. The board will communicate with the owner of the property and the county prosecutor's office.

(See Attached)

## Minutes to be approved

- *February 27<sup>th</sup>-Accepted as presented. Trustee Schmidt makes a motion to approve the minutes as amended; seconded by Horner. Roll call: Horner-aye, Schmidt-aye, Patterson-aye. Motion passes.*
- *March 2<sup>nd</sup> – Trustee Schmidt would like to amend the minutes- under the road report- minutes should say “mow and stone bids were received and opened”. Trustee Schmidt makes a motion to approve the minutes as amended; seconded by Patterson. Roll call: Horner-aye, Patterson-aye Schmidt-aye. Motion passes.*
- *March 10<sup>th</sup>- Accepted as presented. Trustee Schmidt makes a motion to approve the minutes as accepted; seconded by Horner. Roll call: Horner-aye, Patterson- aye, Schmidt-aye. Motion passes.*
- *March 16<sup>th</sup>- Trustee Schmidt would like to amend the minutes to state that “Trustee Patterson will review our request for legal counsel from the TWP to the county Prosecutor’s Office.” Trustee Schmidt makes a motion to approve the minutes as amended; seconded by Patterson. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.*
- *March 24<sup>th</sup>- Trustee Schmidt would like to amend the minutes to state that “FO Kurtz is filling the vacancy of the newly elected term.” Also he would like to amend the minutes to state that “FO Kurtz’ oath of office was performed by Trustee Horner for appointing FO to WFRD” and “FO Kurtz’ oath of office was performed by Trustee Schmidt for appointing FO Kurtz to the TWP.” Also he would like to amend the minutes to state “clarification was received from the county Prosecutor’s Office to the Fiscal Officer’s office.” Trustee Schmidt makes a motion to approve the minutes as amended; seconded by Patterson. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.*

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- *April 6<sup>th</sup> - Accepted as presented. Trustee Schmidt makes a motion to approve the minutes as accepted; seconded by Horner. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.*

## Old Business

- Trustee Patterson met with Mike Lyons to discuss the personnel handbook/policies and procedures. An employee's application for employment is public record, however, an employee's health care application is to be kept separate. The Board of Trustees would like to change a policy within the personnel handbook to state that the employee will be responsible for any increases in health care premiums that are directly related to their own personal health choices/lifestyle. Trustee Patterson suggests that we provide tobacco cessation programs to the employee to allow him/her to make changes to their health and revisit this issue in 1 years' time. Trustee Patterson will work on writing a new policy to be reviewed and possibly approved at the next meeting.

*Trustee Horner makes a motion to approve \$3,066.00 to be taken from TWP contingency to help pay for 2 flammable cabinets (\$750 each), cabinet casings (\$2,816.00), countertops (\$1,100) and window shades (\$750) for the WFRD; seconded by Patterson. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.*

*Trustee Horner makes a motion to provide funds in the amount of \$10,336.00 from the TWP to WFRD for the new sign (\$1,257.75), Sidewalks (\$7,100.00) and electrical contracted work; seconded by Patterson. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.*

## New Business

- The OTARMA CARES Program has given a financial relief check in the amount of \$500.00 to the TWP. The board discussed using these funds for purchasing the TWP Zoom account. They also discussed using the funds for purchasing cleaning and disinfecting products for the TWP hall.

## Fiscal Officer Report

- FO Kurtz in attendance.

-Payment Listing- totals \$36,908.69 (See Attached).

- Trustee Schmidt questioned the payment to the TWP for \$10.00. This is for RS Evans contribution toward his TWP issued cell phone.

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- Trustee Schmidt questioned the payment to Rebecca Travaglianti. This is for reimbursement of a hall rental.
- Trustee Schmidt questioned the payment for MOST Paving in the amount of \$17,638.00. The paving was done in November of 2019. The paving company had been attempting to mail it to an incorrect address.
- Trustee Schmidt questioned the payment to George's Tree Service for multiple dates of service. The invoices only list locations and dates of service. Storm damage caused trees to fall on Buffham, Mud Lake and Kennard roads.

***Trustee Schmidt makes a motion to pay the bills totaling \$36,908.69; seconded by Patterson. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Motion passes.***

-Appropriation Supplemental (See Attached)

-Fund Status (See Attached)

- Pooled Investments- \$104,653.01 (money market)
- Primary Checking- \$824,800.52
- Total Fund status- \$929,453.53

***Trustee Schmidt makes a motion to adjourn at 6:52pm; seconded by Horner. Roll call: Horner-aye, Patterson-aye, Schmidt-aye. Meeting adjourned.***

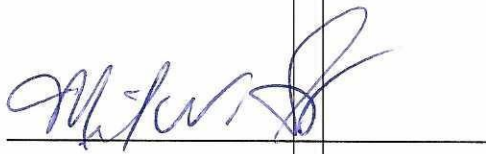
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*Respectfully submitted by:*

*Amy M. Banfield*

*Date approved: 5-4-20*



*Trustee Michael Schmidt, Chair*



*Trustee Kent Patterson*



*Trustee Craig Horner*