

# Westfield Township Board of Trustees

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Special Meeting  
December 7th, 2020

***Trustee Schmidt commenced the Trustee meeting via Zoom on December 7th, 2020 at 7:13pm. Roll call: Patterson- here, Horner- here, Schmidt- here. Meeting commenced.***

Guests- Carol Rumburg

## Comments from the floor

- Ms. Rumburg stated that all of the new IT equipment is in. Mr. Wagner is working on configuring all the laptops and other equipment. The webmaster has been working jointly with Mr. Wagner. Terri should be sending out emails with progress updates. Trustee Patterson asked how training would occur. Details to follow. The board would like to have a manual that is a quick guide for all equipment.

## Minutes to be approved

- October 29th, 2020- Special Meeting with Shawn Manvell- ***Trustee Schmidt motions to approve the minutes as presented; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***
- November 2nd, 2020- Trustee Special Meeting- ***Trustee Schmidt motions to approve the minutes as presented; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***
- November 10th- Special Meeting with Jason Lavor- ***Trustee Schmidt motions to approve the minutes as presented; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***
- November 16th, 2020- Trustee Special Meeting- ***Trustee Schmidt motions to approve the minutes as amended- should read "Horner attended an ethics course as required every four (4) years"; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***
- November 23rd, 2020- Special Meeting- ***Trustee Schmidt motions to approve the minutes as presented; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***

## Roads Report

- RS Evans in attendance.
- MAC is back. The correct pump is not yet installed.
- Epoke is loaded, serviced and ready.
- Jack Kurtz is able to assist on an as needed basis (temporary emergency help). FO Kurtz will run his license. Mr. Kurtz' schedule allows him to assist as needed to help plow snow. Current pay rate is \$16/hour.
- Trustee Schmidt noted that the Spectrum poles on Kennard road are leaning. The area is under Medina County jurisdiction. RS Evans will reach out to the county to make them aware.

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## Cemetery

- Trustee Horner suggested that the Rules and Regulations sign needs updated at the cemetery. RS Evans will look into replacements and prices.

## Resident Concern

- Numerous Westfield Lakes residents have reported that the lighting is poor when turning onto Lake Road. All of the roads in the development are privately owned. The residents were referred back to their homeowners association.
- A Chatham resident called to report a dead deer in her driveway. RS Evans referred her to the County. This is not in our jurisdiction.

## Zoning

- ZI Sims in attendance.
- Three (3) new zoning certificates issued in November. Two (2) of which are new homes.
- BZA-** 5777 Greenwich Rd- Area variance application received. Public hearing date to be determined. Requesting variance of 15 foot side property line for proposed garage.
- Draft area variance application received from GPD Group representing AT&T proposed cell tower. ZI Sims spoke with Ed Block of GPD group today. Ed will contact the property owner, Mr. Bower to discuss pursuing the Conditional Use/Site Plan Review Amendment for the christian day camp currently approved for both parcels. Sims will reach out to Mike Lyons to understand which public hearing would be held first related to the proposed cell tower.
- 5155 Buffham- Northern Ohio Railroad Museum (NORM) proposed expansion conditional use and related site plan review. Mike Lyons was notified of the proposal.
- ZC-** Regular business meeting scheduled for Wednesday, December 16th at 6:30pm. The committee is awaiting the MC Planning Services informal review/comments on the proposed PUD text amendment.
- Equestrian ShowPlex Zoning Inquiry- Kratzer Farm ~ Shawn Manvell has no updates.
- 8686 Lake Road - Old Truck Wash/Stop update. Jason Lavar & Group proposed industrial use zoning and text map amendment. Trustee special meeting held on November 10th at 3:30pm. Jason Lavar & Group hired a zoning consultant. Mr. Lavar is finalizing a lease with a proposed industrial user. Lavar talked with the property owner at the corner of Lake and Greenwich Roads. Property owners are agreeable to being included in the proposed text map amendment. Informal pre-application conference to ensue December 9th at 4:30pm.
- Deer Pass update- current property owner not in compliance with the zoning commission's last preliminary approved site plan; including but not limited to the construction of shed structure prior to the issuance of an approved zoning certificate and Medina County Building department inspection of approval. Potential developer Tony DeBenedetto has not contacted ZI Sims since the last Trustee meeting with the County Sanitary Engineer, commissioner and County official held on October 20th. County sewer will not be extended to the parcel. Trustee Schmidt is

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optimistic that the change in county commissioners may open some new development opportunities for southern Medina county; in particular Westfield Township.

**Zoning-** Comp Plan Annual Meeting will be postponed until after the new year.

- OTA Winter Conference Training- The online conference will discuss virtual concerns regarding zoning. ZI Sims would like to attend.

- Jerry Innes is retiring at the end of 2020. Atty Innes will refer an alternative from Lorain County due to the conflict of interest with MC Prosecutor Forrest Thompson with regard to the Kratzer Farm.

## Old Business

- IT Upgrade- See comments from Carol Rumburg under “comments from the floor.”
- Healthcare options- Anthem requires automatic payments. Joining a Chamber of Commerce is a requirement in order to receive the special rates. Seville’s Chamber of Commerce charges \$70/year. Greater Medina Chamber of Commerce requires you to attend at least four lunches per year and charges an annual fee of \$295.00. FO Kurtz will send a copy of the membership form for the Chamber of Commerce to Mr. Harmon. Remaining insurance forms will be completed and returned to Mr. Harmon before December 15th. Life insurance is available for the Trustees and full time employees at a rate of \$3.95 per month. FO Kurtz asked the board to consider what percentage of employee’s insurance the TWP is contributing.

***Trustee Schmidt motions to join Seville Chamber of Commerce; second by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye.***

- Spectrum- no updates.

## New Business

- The office of Attorney Alfred Schrader sent an invoice for payment for dates of service December 2019 through May 2020. Trustee Schmidt can not find documentation to support 2.75 hours of communication/interaction with Atty Schrader. Trustee Patterson and Horner would like to have a more itemized invoice. Tabled until next Trustee meeting.
- Employee contracts 2021- Trustees will discuss before the end of the year.
- Organizational Meeting- to be held after the first of the year 2021 and will be integrated into the regular board meeting.

## Fiscal Officer Report

- FO Kurtz in attendance.

-Appropriation Status (See Attached)

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- Fund Status (See Attached)

Secondary Checking- \$104,769.05 (*money market*)

Primary Checking- \$748,239.73

Total Fund status- \$853,008.78

-Total other adjusting factor: \$0.11.

- Cash Summary by Fund (See Attached)

- Payment Listing- totals \$143,046.96 (See Attached)

- Trustee Schmidt questioned the payment to Custom Composition. This was for the webmaster's annual payment. The webmaster charges once annually at the end of each year.

- Trustee Schmidt questioned the payment for excavating. There was repair work done on vent pipes for a septic system that was damaged during mowing.

-Trustee Horner questioned the additional payment to ZI Sims. There was an invoice turned in for mileage to purchase office supplies as well as seven (7) ink cartridges. ZI Sims stated that she did ask the board to order her ink and have it mailed to her home. FO Kurtz stated that she had never been asked to order ink, otherwise she would have added it to a Staples order.

***Trustee Schmidt makes a motion to pay the bills totaling \$143,046.96; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***

-Revenue status by Fund (See Attached)

-Receipt Listing (See Attached)

-Zoning Report (See Attached)

-Appropriation Supplemental (See Attached)

- Funds were moved for principal payments and water.

- 2021 Temporary Appropriations- Resolution 2020-11 needs adopted.

***Trustee Schmidt motions to adopt Resolution #2020-11, 'Setting Temporary Appropriations for year 2021 in the amount of \$221,806.50'; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## Correspondence

- N/A

## Announcements

- Trustee Special Meeting December 21st, 2020 at 7:00pm via Zoom.

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*Trustee Schmidt makes a motion to adjourn at 9:00 pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Meeting adjourned.*

*Respectfully submitted by:*

*Amy M. Banfield*

*Date approved: 12-21-20*




*Trustee Michael Schmidt, Chair*



*Trustee Kent Patterson*

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**Trustee Craig Horner**

