

# Westfield Township Board of Trustees

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Special Meeting  
December 21st, 2020

***Trustee Schmidt commenced the Trustee meeting via Zoom on December 21st, 2020 at 6:50pm. Roll call: Patterson- here, Horner- here, Schmidt- here. Meeting commenced.***

Guests- Carol Rumburg, Terri Grimm

## Comments from the floor

- Terri noted that last Wednesday, the new 65- inch smart tv was installed and hooked up to the new laptop. Five (5) tablets were delivered and programmed as well. All individuals that will be using the new equipment have been asked to reach out to Tom to get some one-on-one training. Google Drive will be used by all TWP employees. Mr. Wagner should have all equipment installed and programmed by the end of this week. The laptops and tablets will be stored in a locked cabinet that will be able to charge them while stored. Trustee Schmidt discussed where the best location would be to store the new smart tv. It was determined that the fireproof file room would be the safest and secure location. The equipment will be used for the first time in the upcoming BZA public hearing scheduled for January 7th, 2021.

## Minutes to be approved

- December 7th, 2020- Trustee Special Meeting- ***Trustee Schmidt motions to approve the minutes as amended, should read “Trustee Schmidt did not support 2.75 hours for Atty Schrader’s legal counsel”; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***

## Roads Report

- RS Evans in attendance.
- The 2021 Road proposal is estimated at \$74,393.75 and will be sent to the County Engineer’s office to be put up for bids. The estimate will need to be voted on at the next Trustee meeting.
- A battery was replaced last week in the loader.
- The Gradall had a valve replaced last week.
- At the beginning of the new year, the TWP will look into building an additional storage building or possibly adding onto the current storage building at the Township Hall Garage. If the TWP equipment was in storage, it would last longer.

## Cemetery

- N/A

## Zoning

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- ZI Sims in attendance.

**BZA-** Next Meeting is January 7th, 2021 at 6:30pm. It will be the first public hearing with the new IT equipment.

- 5777 Greenwich Rd- Area variance application received. 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. 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 was originally scheduled for Wednesday, December 16th at 6:30pm, but was canceled. The next scheduled meeting is January 20th, 2021. The committee is awaiting the MC Planning Services informal review/comments on the proposed PUD text amendment.

- 8686 Lake Road - Old Truck Wash/Stop update. Jason Lavor and group proposed industrial use zoning and text map amendment. Jason Lavor and group hired a zoning consultant. Mr. Lavor is finalizing a lease with a proposed industrial user. Lavor 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 zoom conference occurred on December 9th at 4:30pm. Jason Lavor and group sent additional amendments to ZI Sims for her to review. ZI Sims suggests that County Planning Services is brought into the loop to provide suggestions and a plan on how to move forward with development. ZI Sims will set up the meeting.

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

- Vacant lot on Greenwich and Hulbert Roads (Parcel # 041-15B-51015)- The potential buyer had provided an OD&R document stating that there was a dry hole that was plugged (not an active gas/oil well). Mike Lyons reviewed this information. Section 207 would not be invoked with the property/well.
- Zoning commission will look at decreasing the gas and oil well radius requirements from 200ft to 100ft.

## Old Business

- Healthcare Update- Included in the payment listing for today is the first monthly installment for dental and vision premiums. FO Kurtz asked the Trustees to determine what contribution the TWP will make toward the employee's premiums. This will be discussed at the upcoming organizational meeting. The TWP is saving approximately \$40,000 a year since switching healthcare plans.
- Spectrum- no updates.

## New Business

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- The office of Attorney Alfred Schrader sent an invoice for payment for dates of service December 2019 through May 2020. Trustee Patterson called Atty Schrader's office twice for further clarification on the invoice. Trustee Patterson has not received a return call from Atty Schrader as of today. Trustee Patterson will try to email Atty Schrader this week.
- Organizational Meeting- to be held after the first of the year 2021 and will be integrated into the regular board meeting. Employee contracts and reviews will be discussed.
- Westfield Insurance Escrow Check- An agent contacted FO Kurtz regarding an escrow check in the amount of \$30,000.00 for a property/home that had recent fire damage. The owner is planning to rebuild their home. The board discussed that if a property owner does not clean up the damage from a house fire or abandons the property, a tax lien would be placed on the property. Trustees Horner and Patterson suggest that FO Kurtz reach out to the county Prosecutor's office to determine how to proceed.
- Letter from Joseph Salzgeber- zoning amendments and changes are required to be filed with the County Recorder's office.
- FO Kurtz asked for clarification on ZI Sims' timesheet. The time sheet is from August of 2020. The time sheet has hours listed for work done on records requests that FO Kurtz fulfilled herself. Clarification is needed on what hours are considered work done as an 'assistant to the Trustees.' If work is done as an assistant to a trustee, the Trustee will need to sign off on the timesheet. The Trustees agree to pay ZI Sims for four (4) hours of meeting minutes that she completed for a June meeting for the board of Trustees.

## Fiscal Officer Report

- FO Kurtz in attendance.

- Payment Listing- totals \$8,610.56 (See Attached)

- Trustee Schmidt questioned the payment to Orion. This was for a plow edge repair.

- Trustee Schmidt questioned if George's Tree Service is taking before and after photos of their work. Neither the FO nor the Trustees have received any photos to date. Tree work was done on December 12th, 2020 totaling \$2,400.00.

***Trustee Schmidt motions to pay the bills totaling \$8,610.56; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Motion passes.***

- Fund Status (See Attached)

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

Primary Checking- \$743,404.02

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Total Fund status- \$848,173.07

Trustee Schmidt would like the board of Trustees to consider moving more funds into the money market account. FO Kurtz suggested waiting until the final budget is approved.

- Cash Summary by Fund (See Attached)
- Appropriation Supplemental (See Attached)
  - Funds were moved for the Chamber dues.

FO Kurtz is working on the Organizational meeting agenda for January 2021.

FO Kurtz asked if the board of Trustees would consider arranging for electronic signatures for checks allowing her to send out checks more expediently. Trustee Schmidt noted that there are pros and cons to electronic signatures. Purchase Orders (POs) will continue to be manually signed by the board of Trustees.

## Correspondence

- N/A

## Announcements

- Trustee Special Meeting and Organizational Meeting January 4th, 2020 at 7:00pm via Zoom.

***Trustee Schmidt motions to commence executive session at 8:52 pm; seconded by Patterson. Roll call: Patterson- aye, Horner-aye, Schmidt-aye.***

***Trustee Schmidt motions to exit executive session at 9:07pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye.***

***Trustee Schmidt motions to adjourn meeting at 9:08pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-aye. Meeting adjourned.***

***Respectfully submitted by:***

***Amy M. Banfield***

***Date approved: Jan. 4 2021***

# Westfield Township Board of Trustees

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*Trustee Michael Schmidt, Chair*



*Trustee Kent Patterson*



*Trustee Craig Horner*