

# Westfield Township Board of Trustees

---

Special Meeting

May 17th, 2021

*Trustee Horner commenced the Trustee meeting via Zoom on May 17th, 2021 at 7:06pm. Roll call: Patterson- here, Schmidt-here, Horner-here. Meeting commenced after the Pledge of Allegiance.*

Guests- Carol Rumburg, Ron Oiler, Terry Bower, Terri Grimm, Chris Johnson.

## Comments from the floor

- Carol Rumburg asked if the upcoming ZC meeting dates and times could be announced at the end of the TWP meetings going forward.

*Trustee Patterson motions to enter executive session to discuss employee compensation at 7:06pm; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Executive session commenced.*

*Trustee Patterson motion to exit executive session with no motions made at 7:19pm; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting commenced.*

## Minutes to be approved

- May 3rd, 2021 Special Meeting- *Trustee Horner motions to approve the minutes as amended- 'Payment listing approved should read \$18,674.27'; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

Chris Johnson from Dish Network spoke to the board of Trustees. Mr. Johnson discussed the satellite update options. The upgrade is most useful in areas that are prone to tornados with the possibility of service outage.

## Roads Report

- RS Evans in attendance.
- Recent flooding occurred and signage was posted as necessary in the Township.
- RS Evans continues to do ditching on different roads.

*Trustee Patterson motions that the part time road help work a maximum of 20 hours per week; seconded by Horner. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.*

## Cemetery

- N/A

## Zoning

- ZI Banfield not in attendance.
- BZA still needs 2-3 members as soon as possible.
- The pay for chairmen of the zoning boards was discussed. It was determined that the pay will remain the same.

# Westfield Township Board of Trustees

---

- Public hearing was held on 5/21. The Zoning Commission made several changes to the proposal.

***Trustee Horner motions for the public hearing regarding the Ricciardi property to be held on June 2<sup>nd</sup> at 6:30pm; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

Next zoning commission meeting will be held Wednesday, May 19<sup>th</sup> at 6:30pm.

***Trustee Horner motions to increase both zoning variances on the zoning fee schedule to \$300.00; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

***Trustee Horner motions to approve the revised zoning fee schedule; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## Old Business

- Solid Waste District- Trustee Schmidt spoke with Mike Lyons. A letter was drafted to be sent to the Medina County Sanitary Engineer's office c/o Jeremy Sinko from the board of Trustees (See Attached).

***Trustee Horner motions to approve the letter be sent to Jeremy Sinko; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

- Job Description update- Township Assistant to the Trustees will include the following verbiage: *at will appointment and will be paid hourly. Duties will include preparing equipment, preparing and amending minutes, preparing documents, assisting zoning secretary, assisting zoning inspector, assisting fiscal officer, assisting technology administrator, and assisting trustees. Provide detailed work report at the end of each month to receive payment.*

***Trustee Horner motions to approve the revised job description of the Township Assistant to the Trustees; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

## New Business

- Website overhaul update- Terri Grimm met with FO Kurtz and Carol Rumburg to discuss what content they would like to have on the new website. The goal is to increase the website user experience. They are preparing all the content to provide to Brenda for her to build the website. Terri stated that an additional week of work will be needed for the content to be completed. Once the site is built Terri plans to utilize different marketing techniques to increase activity and usage of the new site.
  - FO Kurtz asked for clarification on how Terri will be paid for her time she has worked on the website update. Grimm has been working on this project since March 29<sup>th</sup> and has accrued approximately 23 hours. The Trustees would like her time sheet emailed to them for review.

# Westfield Township Board of Trustees

---

- Township Hall Rentals- Due to the recent updated guidelines provided by the CDC regarding COVID-19 the Trustees will allow hall rentals to resume. The hall rental agreement needs revision to reflect the CDC guidelines. Masking will be optional and social distancing is recommended. The rental fee will be increased to cover the cost of additional disinfecting of the township hall.

***Trustee Horner motions to open the township hall for rental starting June 2<sup>nd</sup> following CDC updated guidelines with the new fee for residents raised to \$200 and the fee for non-residents raised to \$250 and the security deposit will remain at \$150.00; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

- Audits- The state auditor versus private sector auditors were researched by FO Kurtz for the upcoming audit (as requested by the board of Trustees). The auditor of the state must approve requests to utilize a private sector auditor. FO Kurtz would prefer to have the state audit both the WFRD and the Westfield Township.
- HSA update with Frank Harmon- tabled at this time.

## Fiscal Officer Report

- FO Kurtz in attendance.

### **-Fund Status** (See Attached)

Secondary Checking- \$104,790.72 (*money market*)  
Primary Checking- \$887,149.05  
Total Fund status- \$991,939.77

### **-Payment Listing-** totals \$139,266.53 (See Attached)

- Trustee Horner questioned the payment to Big Impact Online LLC. This is for the website update.
- Trustee Schmidt questioned the payment to Steve Tressler. This was for the backflow preventer.
- Trustee Schmidt questioned the payment to Astro Systems, LLC. This was for the sign scanner repair.

***Trustee Horner motions to pay the bills totaling \$139,266.53; seconded by Patterson. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Motion passes.***

### **-Appropriation Supplemental** (See Attached)

- Funds moved for website costs.

## Correspondence

- Different training offerings are available for the Trustees. FO Kurtz made the Trustees aware.

# Westfield Township Board of Trustees

---

- FO Kurtz noted that the auditors will be looking for documentation within the minutes to support if motions were made (or not made) exiting executive session.

## Announcements

- ZC meeting May 19<sup>th</sup>, 2021 at 6:30pm via Zoom and in person.
- Trustee Public Hearing June 2<sup>nd</sup>, 2021 at 6:30pm via Zoom and in person.
- Trustee Special Meeting June 7<sup>th</sup>, 2021 at 7:00pm via Zoom and in person.

***Trustee Horner motions to adjourn meeting at 8:55 pm; seconded by Schmidt. Roll call: Patterson-aye, Schmidt-aye, Horner-aye. Meeting adjourned.***

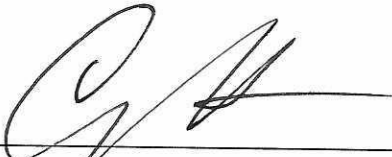
# Westfield Township Board of Trustees

---

*Respectfully submitted by:*


*Amy M. Banfield*

*Date approved: 6/7/21*



---

*Trustee Craig Horner, Chair*



---

*Trustee Kent Patterson, Vice-Chair*

---

*Trustee Michael Schmidt, board member*

