

# Westfield Township Board of Trustees

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Special Meeting

June 7th, 2021

***Trustee Horner commenced the Trustee meeting on June 7th, 2021, at 7:00pm. Roll call: Patterson-here, Horner-here, Schmidt-absent. Meeting commenced.***

Guests- Carol Rumburg, Ron Oiler

## Comments from the floor

- N/A

## Minutes to be approved

- May 17th, 2021, Special Meeting- ***Trustee Horner motions to approve the minutes as presented; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. Motion passes.***

## Roads Report

- RS Lee Evans in attendance.
- OPWC grant application is time sensitive, and needs returned to the Medina County Highway Engineer's office soon. The grant will assist with the resurfacing of Ryan Road (See Attached).

***Trustee Horner motions to sign the OPWC application for Ryan Road; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. Motion passes.***

- RS Evans notes that mowing of the Township roads is underway.
- They will begin crack-sealing soon on numerous Township roads.

## Cemetery

- One deed needs signatures from 2019.
- Three (3) foundations need repair.

## Zoning

- ZI Banfield in attendance.
- ZI Banfield would like to change the time frame for the ZI to complete/process zoning applications. Currently it is thirty (30) days, and he would like this decreased to ten (10) days, as he believes this will better serve and appease the Township constituents.
- 2 to 3 new BZA members are needed. One of the current members would like to step down as soon possible.

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***Trustee Horner motions to enter Executive Session to discuss Township positions and retention at 7:35pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. Executive Session commenced.***

***Trustee Horner motions to exit Executive Session at 8:01pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. No motions made.***

## Old Business

- Solid Waste District- No new updates.

## New Business

- Website overhaul update- Terri Grimm provided an update via phone to the Board of Trustees. She notes that progress is being made and she feels that the website should be done by July. Terri has obtained input from the ZI for zoning-related items that should be on the home page. Terri has also reached out RS Evans and Chief Fletcher for items that they would like to have on the home page of the new website. There will be a 'Who do I call for common questions' box. Terri would also like to have bios (complete with a photo) for all Township officials.
- Technology Update- FO Kurtz would like the television to be permanently mounted on the North wall of the hall by the thermostat. Matt Hawk is working to update an old UAN computer that can be used as the permanent desktop to manage the new AV equipment. FO Kurtz also noted some old equipment will be destroyed as it is no longer in use. Trustee Patterson would like a list of what inventory is being destroyed.

***Trustee Patterson motions to mount the television and camera permanently to the North wall by the thermostat and allow the purchase of additional cable as necessary; seconded by Horner. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. Motion passes.***

- Trustee secretary, Amy Banfield, has resigned her position with an effective date of June 30<sup>th</sup>, 2021.
- Audit Update- The state audit is currently taking place. FO Kurtz has provided the auditors with the information they requested, and the audit is occurring off-site at the Medina County courthouse.
- HRA Update- Carryover was never approved. FO Kurtz would like the board of Trustees to approve Resolution 2021-08 to provide clarification of benefits and HRA provided and or available to full-time employees, Elected Officials or Appointed Official (s) to an elected official (s) vacancy.

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***Trustee Horner motions to approve Resolution 2021-08 'HRA clarification'; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. Motion passes.***

## Fiscal Officer Report

- FO Kurtz in attendance.
- Fund Status (See Attached)
  - Secondary Checking- \$104,794.74 (*money market*)
  - Primary Checking- \$880,114.28
  - Total Fund status- \$984,909.02
- Cash Summary by Fund (See Attached)
- Payment Listing- totals \$25,358.28 (See Attached)
  - Trustee Horner questioned the payment to Haviland Drainage Products. This was for the purchase of drainage pipe by the roads department.

***Trustee Horner motions to pay the bills totaling \$25,358.28; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. Motion passes.***

- Receipt Listing (See Attached)
- Revenue Status by Fund (See Attached)
- Appropriation Status (See Attached)

## Correspondence

- FO Kurtz noted that Trustee minutes from December 2019 reads inconsistent with the payment listing from the same time. Trustee Schmidt wrote the minutes for that meeting. FO Kurtz will follow up on this.
- OTARMA Poster- Voting for board members is occurring.
- The president of Westfield Village Council (Rick Robbs) would like the residents to know that the Labor Day car show will not be held this year.

## Announcements

- Trustee Special Meeting June 21st, 2021, at 7:00pm via Zoom and in person.

***Trustee Horner motions to adjourn meeting at 8:44 pm; seconded by Patterson. Roll call: Patterson-aye, Horner-aye, Schmidt-absent. Meeting adjourned.***

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**Respectfully submitted by:**


**Amy M. Banfield**

**Date approved:** 6/21/21



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**Trustee Craig Horner, Chair**



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**Trustee Kent Patterson, Vice-Chair**

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**Trustee Michael Schmidt, board member**