

WESTFIELD TOWNSHIP

NOVEMBER 6, 2006 MINUTES

BOARD OF TRUSTEES

RECORD OF PROCEEDINGS
MINUTES OF THE WESTFIELD TOWNSHIP BOARD OF TRUSTEES
SPECIAL MEETING HELD: NOVEMBER 6, 2006, @ 1:00 P.M.

Attendance: Trustee Tim Kratzer, Trustee Jeff Plumer, Trustee Carolyn Sims, Fiscal Officer Kelly Gregoire, Zoning Secretary Marlene Oiler.

Trustee Chairman Tim Kratzer called the meeting to order at 1:00 p.m. indicating the main purpose of this special meeting was to discuss the Policy & Procedure Manual for cell phone usage and Internet usage, etc.

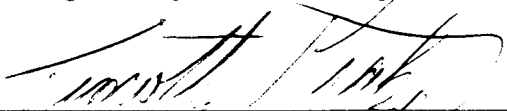
Upon motion, duly seconded and unanimously passed, the trustees proceeded to go into executive session to discuss personnel matters. The trustees reconvened the special meeting at 2:15 p.m.

Trustee Plumer made a motion to authorize a visiting clerk (West Salem's Pat Forridorri) \$15 per hour plus mileage, not to exceed \$2500.00, to assist the fiscal officer. Trustee Sims seconded the motion. It was unanimously approved. Chairman Kratzer indicated that Kelly had issued a personal check (\$82.65) to the township for a late fee to OPERS.


Trustee Plumer made a motion to pay the bills, seconded by Trustee Sims and passed.

The joint township/fire department newsletter was discussed with Trustee Sims indicating that the individual originally contacted to do it (Dale) had been in the hospital and an assistant had put a rough draft together but there were numerous errors and incorrect information in it. Dale agreed that it was okay to have the newsletter done elsewhere with no charge to the township. Trustee Sims had contacted Camelot Printing who indicated a draft could be available by the end of the week at a cost of approximately \$1000. There was discussion that some parts of the initial draft need to be eliminated and other corrections/revisions need to be done. The trustees will review the draft to be prepared by Camelot and offer their corrections before finalization. Upon motion by Trustee Sims, duly seconded by Trustee Kratzer, the motion was passed to use Camelot Printing for the newsletter.

Meeting was adjourned at 3:00 p.m.

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Chairman, Timothy Kratzer

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Clerk, Kelly R. Gregoire

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