

WESTFIELD TOWNSHIP TRUSTEES

Regular Meeting

September 7, 2010

8:30 am.

Trustee Oiler opened the meeting at 8:35 am by asking those in attendance to stand and Pledge Allegiance to the Flag.

Trustees present: James Likley, Ronald Oiler, Gary Harris.

Also present: Fiscal Officer, Martha Evans; Fire Chief, Rich Fletcher; Zoning Inspector, Matt Witmer; resident Tim Kratzer; newspaper reporter, Gayle Foster.

The guests were welcomed. No comments from the floor.

FISCAL OFFICER

- Bills were presented to be paid in the amount of \$17,559.25. No questions and/or discussion.
Trustee Oiler made a motion to pay the bills, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye.
- Fund Status given: Investment \$537,561.98 Checking \$317,951.43
- Revenue Status: All funds receipts have averaged 84.78% of the amount projected for the year.
- Correspondence:
 1. Electric aggregation (we want to participate)
 2. Note from the Virginia Bartter family thanking the township for opening the hall for a time of fellowship and a meal with family and friends after the funeral service for Virginia.
 3. The township will be able to request a face-to-face conference at an Appeals Office closest to us on the IRS issue (March 2007). This notice was faxed to Bill Thorne and Tom Karris who is our attorney-in-fact.
 4. ODOT – Letter received stating an error occurred when the plan for the 28 lighting fixtures electric bill was to be maintained by Westfield Twp. They are owned and operated by ODOT District 3.
 5. Trustee Oiler presented the letter of retraction and apology written to the BZA for the record.
 6. Letter from Patrice Theken (Planning Services) with a sample resolution to participate in the Chippewa Land Use Study. Trustee Likley pointed out that the trustees passed Resolution 2010-11 April 19, 2010 to participate in the Chippewa Land Use Study that should be adequate. Trustee asked if the board wanted to release the \$1,000. It was the consensus of the board to wait and see if the other communities are going to participate.

Fiscal officer reported that the resolution accepting the Westfield Fire & Rescue payroll and fund has been sent to Bill Thorne for his review. It will be presented at the September 20, 2010 meeting.

MINUTES

Westfield Township Trustees
Regular Meeting
September 7, 2010

- ❖ August 16, 2010 – Public Hearing - Trustee Likley asked that 7th line be stricken from the record. **Trustee Oiler made a motion to accept the August 16, 2010 Public Hearing minutes as amended, seconded by Trustee Harris. Roll call: Likley, aye; Oiler, aye; Harris, aye.**
- ❖ August 16, 2010 – Regular Meeting
Trustee Oiler made a motion to accept the August 16, 2010 Regular Meeting as presented, seconded by Trustee Harris. Roll call: Oiler, aye; Harris, aye; Likley, aye.
- ❖ August 25, 2010 – Trustee Harris – typo 3rd sentence from the end. Fire Chief *is* designing Trustee Likley – Fire Contract third check mark – there was discussion as to how that should be worded. **Trustee Likley made a motion to table this set of minutes until Sept. 20, 2010, seconded by Trustee Oiler. Roll call: Harris, aye; Oiler, aye; Likley, aye.**
- ❖ September 2, 2010 – Trustee Likley – Page 1 FIRE LEVY last line in c) should read- not really have any choice but to withdraw the levy. Page 2 – FIRE CONTRACT -3rd paragraph 3rd line insert *if* between and it's. 6TH paragraph last sent. Add *was* between that caught. **Trustee Likley moved to approve the September 2, 2010 minutes as amended, seconded by Trustee Oiler. Roll call: Likley, aye; Oiler, aye; Harris, aye.**

CEMETERY & PARK

Trustee Likley reporting:

- Discussion in the rates for foundations for the monuments. It was recommended that it be removed from the price list. I also had a discussion with Lee to add under monument foundations the following: To be installed by monument provider. Must be inspected & approved by township representative. Saturday, Sunday inspection charges \$50.00. Trustee Likley would like Lee to review the rates before any changes are made to make sure we are covering our costs.
- Trustee Likley presented and offered **RESOLUTION 2010-21 AUTHORIZING TRANSFER OF \$1,000 FROM GENERAL FUND TO CEMETERY FUND PER SECTION 5705.14-5705.16 FOR APPROPRIATIONS YEAR ENDING 2010, seconded by Trustee Oiler.** Discussion: Trustee Likley asked Fiscal Officer to give some reasoning for the need of this additional \$1,000. Fiscal Officer- \$5,000 was appropriated at the beginning of the year for cemetery site improvements. During the year a tree needed to be removed, the stump cleared, grass seed purchased and the need to purchase a solar light for the flag pole being designed and installed by a Boy Scout working for his Eagle Scout project and the hillside grading and seeding. Those costs amounted to \$5,655. It was prudent to transfer \$1,000 to cover all those costs for the year and have \$345 available if needed in other line items for the cemetery. **Roll call: Likley, aye; Oiler, aye; Harris, aye.**

FIRE

Fire Chief Rich reporting:

- Total runs for month of August- 36
- Public relations and public education:
- We (Westfield Fire & Rescue) will be present at:

- a) Football schedule is in progress. Mandated to have a squad at every home game which we will share surrounding departments.
 - b) 9-11-10 Cavalcade of Music (Band competition)
 - c) 9-25-10 Cross Country Invitational
 - d) 10-06-10 Westfield Group 5K run and 1 mile walk
 - e) 10-14-10 If the first of 3 dates that we will be doing CPR instruction at the high school. This is good education for our young adults to learn CPR and pass it on to their family.
- What I am seeing is a lot of membership pride in the fire station
 - Working very hard to finish new truck. All the tools are on the truck but need to be mounted.
 - Painting the entire fire house. Hope to get the 2 front bays done before the clam bake. I am working on my office to get things organized. Thankful to the membership for their positive attitude.
 - Clam bake Saturday, October 16, 2010. Close to 100 tickets have been sold.
 - Trustee Likley asked about the uniforms referenced in the chief's notes. Chief related that he would know more Monday, Sept. 13, 2010 when D & G Uniform is present to see if the sewn on badges can be removed and re-use the shirts. Some have buttoned down shirts, some do not, some have a sewn on badge, and some do not. The chief believes it is very important when they wear their uniform at scheduled public events a uniform look shows professionalism. There is \$5,000 in the uniform line item budget. With the uniforms that I got and with these it will be under budget.
 - Trustee Oiler presented the approved fire department bills from the Fire Committee. Amount approved \$4,098.03. There was a bill added in the amount of \$1,220.70 for a piston Intake Relief Valve making the total \$5,318.73. **Trustee Likley made a motion to pay the fire department bills in the amount of \$5,318.73, seconded by Trustee Oiler.**
Roll call: Oiler, aye; Likley, aye; Harris, aye.
 - Trustee Oiler reported that Heather has reviewed the amounts that have been submitted for EMS runs to July 31, 2010 and will present updated reports at our next meeting. The amount is a little over \$26,000. Fiscal Officer stated that so far this year we have received 45% of the amount projected for soft billing and 50% from non-residents that was projected. Trustee Likley asked the Chief if he has had a chance to review our soft billing such as the steps and the processes that are in place in the department. I have had a brief discussion with Heather and eventually I will be taking over the billing.
 - Trustee Oiler presented the changes to the levy.
 - a) During a meeting with Bill Thorne in an emergency meeting September 2, 2010 the following as noted.
 - 1) The certification from the auditor's office (Form 140R) was in the name of Westfield Township filed May 2010 asking for 1.5 mill renewal with .5 mill increase.
 - 2) Forming of a fire district was done after the certification.

- 3) Certification should have been done after forming the fire district and in the name of the fire district as a new levy in the amount of 2 mills.
 - 4) All paper work was sent to the state. Bill Thorne conversed with the state and the auditor's office on the township's behalf. Auditor's office explained a pre-existing levy gets the benefit of a rollback which a new levy would not; therefore the new levy for the fire district would have been \$5,680 less.
 - 5) Due to the improper certification Bill Thorne recommended the levy be pulled from the ballot for the Nov. 2, 2010 election and try again.
 - 6) With the discrepancies that have occurred, the board of trustees decided to pull the ballot and we will re-visit placing the ballot in May 2011.
- Trustee Likley stated it was unfortunate and the department is disappointed by it as well as us. We will attempt it again. Trustee Oiler also stated that a fire district is new to the county and will be the first fire district formed in Medina County; therefore we all had a few things to learn. We look forward to re-grouping and re-submitting at 2 to 2.5 mills.
 - Trustee Likley reviewed the Resolution to accept the payroll and fund for the Westfield Fire & Rescue and looks to be fine. This resolution is being reviewed by Bill Thorne.
 - Trustee Likley mentioned that the fiscal officer was successful in locating a used fire safe at more than ½ the cost of a new safe. This is to be used for the fire department records October 1, 2010.

ROADS

Trustee Oiler reporting:

- Lee has been cleaning up the back yard, taking old trees etc to Baker Sand for disposal.
- Dead trees have been removed on Ballash Road
- Received 46.79 tons salt

ZONING

Matt Witmer zoning inspector reporting, a report is attached for all details:

- ✓ Tenant at 6015 will be moving in 2-3 weeks
- ✓ Movie Screen on Daniels Rd. Watching movies till 4 am. Will take it down. Put up for wife's birthday.
- ✓ Lot line discrepancy of an ag building being too close to lot line on Daniels Rd. Suggested the property surveyed.
- ✓ Neura's property on Lake Rd. He did not have a permit for moving dirt but will be seeking one from the County. It's in a flood plain
- ✓ Complaint of junk vehicles on Lake Rd. south of Kennard Rd. Contact with owner has been made and they are trying to clean up but time and money is an issue.
- ✓ No communication from Mike Sweeney, North Coast Premier Soccer concerning the possibly approved site plan and no work has been performed on the parking lots near Chippewa Creek as per the BZA agreement.

- ✓ Worked with Craig Walkup, Cloverleaf Athletic Director on getting the site plan ready for review for the soft ball and practice soccer field updated to include all future structures such as fencing, scoreboard, back stop, dug outs, restrooms etc. Heather will set up a hearing with the zoning commission and if there are variances, the BZA will be notified.
- ✓ As soon as Matt gets his telephone bill from last month he will submit to fiscal officer because I have gone 120 minutes over allotted minutes at a cost of approximately \$54 over the normal bill.
- ✓ BZA hearing on September 9, 2010 for 2 driveways on Buffham Rd.
- ✓ Trustee Harris attended a meeting at Planning Services with Stan Scheetz, Bill Thorne, Patrice and Susan Aug. 27, 2010 for a discussion of the new General Business District. The corrections that were discussed passed the Planning Services review September 1, 2010.

OLD BUSINESS

- Trustee Likley asked Martha if she had located Paul Eash (E-Bay) to sell the no longer needed fire truck. Martha replied yes she had and the information was given to the fire department.
- Trustee Likley asked Martha is the township has received the recommendation from Planning Services concerning the Text Proposal and the Map Amendment. Martha answered yes the text has been received. Trustee Likley requested a copy.
- Trustee Likley asked if the township has heard back from Mark Majewski concerning the recommendations the zoning commission offered. Martha answered no. Trustee Likley asked Trustee Harris to contact Mark to see where that process stands.
- Trustee Likley asked Trustee Oiler if he had any information concerning the Upper Chippewa Creek Watershed process. Trustee Oiler reported that they met last week and there were corrections made to the map that was agreed to. The map should be coming out in the next week or so. A strategy was agreed to. I am waiting for that information to come. Trustee Likley asked if they are seeing good participation from the surrounding areas. Trustee Oiler answered they are not and it seems that Westfield Township is the only participant. A couple of times Seville has been there but I do not recall seeing any representatives from Lafayette, Gloria Glens or Chippewa Lake there. There has not been a specific date set until the maps isolated and finalized then I believe Jeff will be contacting the necessary entities.
- Trustee Likley stated that Trustee Oiler usually attends the Westfield Center Village council meetings and asked if Trustee Oiler was going to attend this evening's council meeting. Trustee Oiler has a conflict with another meeting this evening and Trustee Likley is working. Trustee Harris was asked to attend the Westfield Center Village council meeting to answer any questions that they may have concerning why the levy was pulled and if there were any questions concerning the contract.

NEW BUSINESS

ANNOUNCEMENTS

BZA hearing (2 driveways)

September 9, 2010

7:30 pm

Westfield Township Trustees
Regular Meeting
September 7, 2010

Zoning Commission hearing (Gen. Bus. Text amendment)
Trustees Regular meeting

September 14, 2010 7:30 pm
September 20, 2010 7:00 pm

Resident, Tim Kratzer 5669 Greenwich Rd. asked the trustees to review the zoning fee schedule. The former board had increased the rates etc. One of those changes was that an extra fee was involved in extra meetings by the zoning board or the BZA to be paid by the applicant. The language reads that the applicant will pay for any extra meetings for any reason. It was assured by the board of trustees that it would be only charged IF the applicant was not prepared. But as it turned out that is not the way it was done in the past. I would like to the board of trustees to review that and possibly make changes that if the applicant is not ready then the applicant should pay but if it's something that is because of Medina County Planning or the zoning boards aren't ready there should not be a fee. Thank you.

Trustee Oiler – the board will review that at the next meeting.

Martha – at Planning Services the other day it was mentioned that our zoning fees are substandard.

Trustee Oiler – that was pointed out to me by another trustee of another township. Maybe we should re-visit the whole thing.

Trustee Likley – in review of the fees established, they are to cover the cost of the meeting. I do not know in other areas what their fees are.

Trustee Oiler made a motion to adjourn at 9:41 am, seconded by Trustee Likley. Unanimous

Approved September 20, 2010