

Westfield Township Board of Trustees

Regular Meeting
August 20, 2018

Trustee Schmidt called the meeting to order at 7:00 PM. with the Pledge of Allegiance.
Roll call: Schmidt - aye, Likley – aye, Horner - aye.

Comments from the floor

- N/A

Minutes to be approved

- **Schmidt makes a motion** to accept the August 6, 2018 regular meeting minutes as submitted; seconded by Horner. Roll call: Horner – aye, Schmidt – aye, Likley - aye. The motion passes.
- **Likley makes a motion** to accept the August 3, 2018 special meeting minutes as submitted; seconded by Horner. Roll call: Schmidt – aye, Likley – aye, Horner – aye. The motion passes.

Roads Report

- Evans priced out “Adopt A Road” signs as requested by the Guay’s on Westfield Landing Road
 - 24 x 18 = \$58.64
 - 30 x 24 = \$79.52
 - The Guay’s will be invited back for a presentation when the signs are complete.

Horner makes a motion to authorize the purchase of two - 24 x 30 inch Adopt a Road signs up to \$200 total; seconded by Likley. Roll call: Likley – aye, Schmidt – aye, Horner – aye. The motion passes.

- A letter addressed to the County Engineers of application for OPWC District 9 for replacement Culvert #17 on Ryan Road in 2019 will be signed by the Trustees prior to its submission.
- Cemetery deeds in duplicate for Roger & Anita Bates need to be signed.
- Sarver Paving will be arriving in the next 2 weeks to complete chip & seal for approximately 4 hours.
- Mow tractor needs a couple of hydraulic hoses replaced
- The new truck chassis has been received by American Road Machine (ARM). The hydraulics are on back order until mid-September. Evans will be going there to discuss the installation of the additional equipment. The truck will be received within 30 days of the final sign off.

Cemetery

- N/A

Zoning

- Kratzer updates – meeting September 5th with all representative attorneys at the Medina County Court of Common Pleas.
- Signatures on the updated maps have been sent to the Medina County Planning Services

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- Trustee Schmidt attended the most recent Zoning Commission meeting on August 15th. The ZC expressed their appreciation to move forward with engaging professional services with Mark Majewski, NorthStar with updating the language in Sections 606.A & 807.2 Planned Unit Developments.
 - There will be an organizational meeting on September 5th to plan next steps for the project.
- 3 new certificates were issued in the past 2 weeks for homes.

Fire

- Advertisements for the RFQ are proceeding with all responses going directly to DS Architects. The advertisements will run until August 27.
 - Responses are due back on August 28th at 3:00 PM.
 - Responses will be delivered to the Trustees by August 30th their review.
 - A meeting will be held on September 6th to review the Design Build Contractor responses, apply the scoring parameters and narrow the list.
 - October 1st is the anticipated date to announce the award of the Design Build Contract for the Safety Services Building.
- Assistant Prosecutor Lyons has commented on the Design Build Contract. Trustee Likley has responded by e-mail to those comments.
- The process will be handled by the Board of Trustees with the assistance of Chief Fletcher and Rick Robb, Village of Westfield Center.

Old Business

- Recycle Center –
 - Medina County Commissioners approved a contract Rumpke to service commercial recyclable waste however the contract has not been signed.
- Hall Rentals
 - N/A
 - August 12 – Westfield Farm HOA was a no show. Schmidt was to open. The contact was left a voicemail by Trustee Schmidt. An e-mail response was returned from the HOA contact. Cancellations per policy can be charged their security deposit. F.O. Haendiges to communicate that a future use will warrant another security deposit.

Schmidt makes a motion to authorize the enforcement of the Township Hall use policy as it relates to cancellation/no show by the Westfield Farms HOA on August 12th, retaining their security deposit; seconded by Likley. Roll call: Schmidt – aye, Likley – aye, Horner – aye. The motion passes.

- The ODOT R-cut meeting was held on August 16th. About 20 public residents arrived but non-stakeholders were not permitted to speak. The project will proceed in Spring, 2019. A test turnaround is being installed and a presentation will be scheduled.
 - A discussion about reducing the speed on Route 224 was started by Trustee Schmidt. The representatives were from ODOT who have no control over this road.
- FO Haendiges to contact Joe Doty, Zoning Commission to discuss copier pricing through Comdoc.

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New Business

- Township awards – Will be presented on September 4.
- Language in the current Employee Handbook is acceptable as it relates to Medical Marijuana. Further guidance from Mike Lyons will be pursued.
- Breakdown for the Election Deductions – F.O. Haendiges presented the following figures \$2,199.37 May, 2017 1st Fire Levy attempt, \$938.76 November, 2017 2nd Fire Levy attempt. There was an additional \$189.94 adjustment to November, 2017. May, 2018 \$202.10 – Fire Levy 3rd attempt – this was reported as advertising only. No one has yet reported how these numbers were derived. Mike Lyons will be contacted to see if there are statutes stating how the Board of Elections can charge the Township.
- Language in the current Employee Handbook is acceptable as it relates to Medical Marijuana. BWC sent information and the Trustees will review it for an additional language updates.
- Trustee Horner discussed the attending of the dinner at York Township. He also commented on their Veteran's Memorial.

Announcements

- September 4 – Trustees Regular Meeting – 7:00 PM
- September 6 – Safety Services Meeting Contractor Review & General Business – 4 PM (needs to be advertised)
- September 21 – Safety Services Meeting Contractor Interviews & General Business – needs to be advertised

Fiscal Officer's Report

Schmidt makes a motion to pay the bills in the amount of \$8,686.32 as submitted; seconded by Likley. Roll call: Schmidt – aye, Likley – aye, Horner - aye. The motion passes.

- DS Architects - \$3,480.00 – Safety Services Building
- Trustee Horner raised concerns about Attorney Schrader's bill of \$937.50. Asking for a little more detailed breakdown.
- Tom Holmes - \$150.00 – Security Deposit Refund

Fund Status

- \$428,978.19 Checking
- \$100,907.15 CD
- \$3,300,000 – Bond Checking
 - Trustees inquired how the Township will be reimbursed for their expenditures prior to the levy passing
 - F.O. Haendiges will create an invoice to reimburse the Township

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Likley makes a motion to accept Resolution 2018-17 a resolution to amend permanent appropriations year ending 12-31-2018; seconded by Schmidt. Roll call: Likley – aye, Schmidt – aye, Horner - aye. The motion passes.

Appropriations Reallocation

- \$3,000.00 to 2181-130-360-0000 Contracted Services from 2181-930-930 -0000 Contingency
- \$3,480.00 to 1000-760-720-7900 Pre-Levy from 1000-930-930-0000 Contingency

Correspondence


- County Engineers Meeting September 20th.
- Updated signature page from the Zoning Commission should be placed in the Master Zoning Book.

Schmidt makes a motion to adjourn at 8:45 PM; seconded by Likley. All said aye.

Respectfully submitted by:

Michelle English

Date approved: 9-4-18



Trustee Michael Schmidt, Chair

ABSENT

Trustee James Likley



Trustee Craig Horner