

**ORGANIZATIONAL/REGULAR MEETING
JANUARY 5, 2026**

Meeting location: 6699 Buffham Rd, Seville OH 44273

Fiscal Officer, Tera Seiwerth, opens meeting at 7:39 pm

Pledge of Allegiance

Roll call: Joe Doty, Jim Likley, Kent Patterson

Others in attendance: Julie Carr, Tera Seiwerth

Tera asks for nominations for Board Chairman.

Doty made a motion to nominate Jim Likley as board chairman.

Patterson seconded the motion. Likley accepts the nomination.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Meeting turned over to Chairman Likley

Likley asks for nominations for Vice Chairman.

Likley made a motion to nominate Joe Doty as Vice Chairman.

Patterson seconded the motion. Doty accepts the nomination.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Department liaison for 2026

Board members discuss the options of which trustee covers which department.

Roads/cemetery Joe Doty

Zoning Kent Patterson

Likley made a motion to accept the nomination of department liaisons

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Minutes for Approval

Dec. 15, 2025 minutes have been reviewed.

Doty made a motion to approve the minutes of December 15, 2025

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Comments from the floor

None. However, Likley shared comments can be added throughout the meeting.

OLD BUSINESS

HRA Reimbursement- Doty said he spoke with the prosecutor's office and asked him to please look into a way to reimburse a medical billing error from 2023 and 2024 for \$1171.20 for Michael Schmidt. Doty said we need to take a commonsense approach to this. The money was there to pay the obligation during that calendar year. This was a medical billing error and Doty feels this should be reimbursed. Likley shared this was no fault of Schmidt. This will be paid from the general fund.

Doty makes a motion to reimburse Michael Schmidt in the amount of \$1171.20.

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Doty shared that we can write a policy to address this in the future. He will reach out to our legal counsel for suggested verbiage. Likley shared that this will not be beneficial to the trustees in office, as they cannot write policy that will financially benefit them.

Flock Cameras through Sheriff's Office- Trustees discussed the location of the current cameras. Likley does not want to invest in the cost of this right now. Patterson agreed.

Hall rental security deposit refund from 12/21 will be sent to the renter. There wasn't any damage to the building. However, the renter did not take out trash or vacuum the floor after.

NEW BUSINESS

Trustees discuss allowing the Fiscal Officer to pay bills outside the regular meeting schedule for the purpose of avoiding late fees or penalties. Payments may be in the form of a warrant or electronic. In the event of this occurrence the payment shall be approved at the next regular meeting.

Likley made a motion to approve.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

BOARD CHAIR TO ATTEND EMA MEETING Jan. 28, 6:00pm. Likley will attend.

ZONING CHANGES TO COUNTY RECORDER Communication was received on the policy and procedures for 2026. Township Administrator Julie Carr shared there have not been any changes in 2025 but is aware of the procedure when changes are made to notify and send documents to the County Recorder.

MEDINA CO. ECONOMIC DEVELOPMENT JAN.15TH 7:30am. Patterson will attend.

2026 MEETING SCHEDULE WFRD/TRUSTEE

Trustees reviewed the presented meeting schedule. Trustees will plan to meet on the first and third Monday of the month. WFRD starts at 6:30pm and the Trustee meeting follows but not starting before 7:00 pm. Meeting schedule will be posted on the website.

Doty made a motion to approve the meeting schedule

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Resolution 2026-01

RESOLUTION FOR OPEN MEETINGS UNDER SUNSHINE LAW

Likley made a motion to approve the Resolution.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Resolution 2026-02

OPEN RECORDS MISSION STATEMENT, STATEMENT OF PRINCIPLES AND POLICY

Likley made a motion to approve the Resolution.

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Resolution 2026-03

TO PARTICIPATE IN THE ADVANCE OF REAL ESTATE TAX COLLECTION FOR THE YEAR 2026

Likley made a motion to approve the Resolution.

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Resolution 2026-04

AUTHORIZING THE TOWNSHIP ROAD SUPERVISOR TO PROCEED IN CERTAIN INSTANCES BY FORCE ACCOUNT IN THE RECONSTRUCTION, IMPROVEMENT, MAINTENANCE AND REPAIRS OF ROADS AND CULVERTS

Likley made a motion to approve the Resolution.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Resolution 2026-05

TRUSTEES AND FISCAL OFFICER WILL BE PAID AN ANNUAL SALARY NOT TO EXCEED THE MAXIMUM AMOUNT AS SET FORTH IN ORC 505.24.

Likley made a motion to approve the Resolution.

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Resolution 2026-06 Health Insurance.

This resolution is the same as what was approved in the 2025-18 resolution. Likley is offering a new resolution for any proposed amendments if needed. Trustees will review and revisit if changes need to be made in the future.

Employee Handbook amendment proposal

Doty feels the sick leave payout should be reviewed as this isn't intended to be a severance package. Likley shared he changed his view on this as it requires an employee to have at least 15 years of service to receive the payout. Likley suggested to remove short term disability from the handbook. Likley also shared his proposed verbiage around full time or designated a full time employee. Doty suggested a new way to word it and will write it up to present to the board. F.O. Tera Seiwerth shared her recommended changes with the Trustees to be discussed at a future meeting. Likley suggested to remove 2021-16 from the handbook. Tera shared that for sick leave- she needs the verbiage changed to correct the payout for sick time if it is going to stay in the handbook. Trustees will review in detail before any changes are made.

Website management

Township Administrator Julie Carr will make the normal monthly updates such as, meeting notifications, minutes and updates. Website design and changes will be made by a subcontractor. Carr shared that Shannon Colonna would be a great addition as a subcontractor for IT support and website design.

Doty asked about the services and contractor we are already paying. Carr explained IT is billed at \$200 per hour, website support at \$60 an hour and we have a yearly contract with a website host. Shannon would be able to provide these services and more. She will be able to provide directions and support on the website host.

Shannon Colonna's proposal to the township is a guaranteed 24 hours a year at the rate of \$75 an hour. Trustees agree that once the township is billed 24 hours (minimum 2 hours per month) in the year they will not be billed unless services are provided in that month.

Likley made a motion to approve. Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Likley shared that we need to set up a meeting as soon as possible to get the website updated with agendas, bills, resources, fire department information and more.

Executive Session 8:55

For personnel appointments and compensation. Resumes review/set interview date, time

Likley made a motion to enter executive session with the F.O. Tera Seiwerth

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

9:13 Likley made a motion to come out of executive session.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Employee appointments and wages

Road Supervisor: Shawn Newcomer Hourly Rate \$28.00 Retroactive to the beginning of the year.

Likley made a motion to approve. Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Likley shared we have 6 other applications for this position. Doty will be reaching out to these applications to see if they want to participate in the interview process for the roads employee position. The posting for these positions covered both the roads supervisor and roads employee position.

Likley added that Newcomer did provide a resume for this position and with his experience the trustees feel he is a great fit for this role.

Temporary Road Employee (current rate \$22.00/hr.)

Emergency Road Employee (current rate \$21.00/hr.)

Township Administrator / Zoning Inspector (Combined to Full Time Status)

Julie Carr present salary \$23,300 annually, mileage & postage with an increase of 2.8% increase to \$23,952.40 salary. Likley shared this will cover the bump in the insurance premiums and a little more.

Likley made a motion to approve. Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Road Supervisor and Road Trustee to establish and maintain emergency road help list.
Road Supervisor to use his judgement in calling out emergency road help, contacting Trustee upon Call Out.

Road Trustee to approve all Road employee time sheets, full time, part time, emergency, and temporary. Excel sheets will start to be used for timecards and emailed to the Roads Liaison and Fiscal Officer bi-weekly.

Likley shared that monthly Road Reports by Road Supervisor are provided at the first meeting of the month only and as needed at the second meeting.

Likley made a motion to approve the Road Supervisor and Trustee communication.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Zoning Boards appointments and wages

Board compensation currently \$30/meeting

Zoning Commission appointment 5-year term Jack Franz with term ending 12/31/2030.

(2) ZC Alternates 1 year term

1. Lucy Petranek with term ending 12/31/2026

2. Rick Hawk with term ending 12/31/2026

BZA appointment 5-year term Greg McGlashen with term ending 12/31/2030

(2) BZA Alternates 1 year term

1. Kris Hawk with term ending 12/31/2026

2. Sally Kral with term ending 12/31/2026

Likley made a motion to approve the zoning board appointments and wages.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

TRAVEL EXPENSES

IRS rate 2026 .72.5 cents per mile

Per diem \$40.00

Reimbursement of travel expenses as established in Personnel Policy Handbook

Doty made a motion to approve the travel expenses and per Diem.

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

ANNUAL DUES

Township to pay membership fees for elected officials to Ohio Township Association and Medina County Township Association and the associate membership for employees as needed.

Likley made a motion to approve the annual dues.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

HALL RENTAL OPENING AND CLOSING PAY

Township will pay employees \$20.00 for the opening and closing of township hall for rental use. Trustees are ineligible for this compensation.

HALL RENTAL FEE Present \$200 resident/nonresident \$250/ deposit \$150

ROADS REPORT

Shawn Newcomer- busy salting roads. Oil change was completed on the Mack. Since Lee has retired, Shawn has been on snow removal duty.

Trustees will have an expectation around monthly reports going forward to make it easy with reporting.

60 ton dry salt used and 4,000 gallon of brine used.

Water issue for making brine in the winter needs reviewed. Likley asked Shawn to look into options on how to get water. Lee has suggested a cistern as an option in the past.

Doty asked about when a thorough inventory has been completed. Shawn shared there hasn't been one since he has been here and will start working on that.

Shawn will participate in interview process of new employee.

Trees on Buffham leaning on phone lines. Estimate for tree removal is \$1,800 from Donny George (George's Tree Removal) to remove.

Likley made a motion to approve the tree removal for \$1,800.

Doty seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

ZONING REPORT

ZC next scheduled meeting Organizational/Regular January 21, @ 6:30. Patterson will attend.

Planning feedback is in on the suggested Zoning Resolution changes, waiting on prosecutor. No significant changes were made.

Signs at Westfield Commerce have been discussed, fee is around \$15,000. They shared they will be applying in January or February.

Pilot Service Gas station has plans to do a complete tear down and rebuild- multiple discussion, but applications have not yet been received.

Phone calls about tents and RV living on vacant land around the township. Likley suggested calling the health department.

BZA next scheduled meeting Organizational January 29, @ 6:30. Patterson will attend. New application for BZA was received today, will most likely be reviewed at the meeting on the 29th.

Sign and website have been updated.

FISCAL OFFICER REPORT

Review of the following reports of 2025

Revenue Status, Appropriations Status, Fund Status, Cash Summary by Fund (YTD)

Cash Flow Summary by Fund YTD, Receipt Listing for Dec. 2025

Checking \$298,908.13

Savings \$863,488.47

Payment listing: \$39,115.86

Doty made a motion to approve the payment listing of \$39,115.86

Likley seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Hall Rentals: Westfield Farms 5-6:30. Shawn will open the hall. Patterson will close.

Next Regular meeting Jan. 19 @ 7:00

Special Meeting for Road employee interviews to be set as needed.

Special Meeting for Appropriations will be set if needed.

MOTION TO ADJOURN

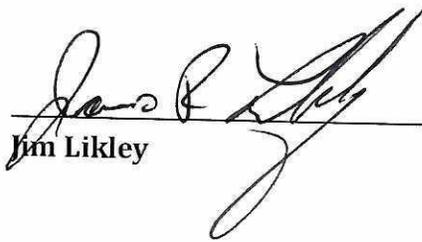
Doty made a motion to adjourn at 9:57pm

Patterson seconded the motion.

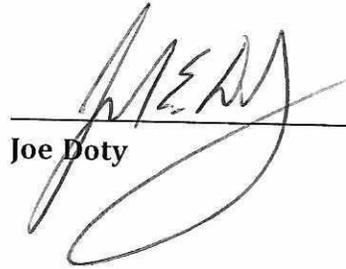
Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Minutes prepared by Township Administrator, Julie Carr:

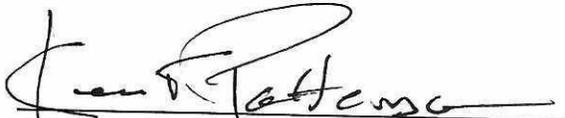
Signed:



Jim Likley



Joe Doty



Kent Patterson

Date approved 1/19/2026