

**Regular Meeting
January 19, 2026 @ 7:00 pm**

Meeting location: 6699 Buffham Rd, Seville OH 44273

James Likley called the meeting to order at 7:15 pm

Pledge of Allegiance

Roll call: Joseph Doty, James Likley, Kent Patterson

Others in attendance: Julie Carr, Tera Seiwerth

Comments from the Floor

Minutes to be approved

Jan 5, 2026 minutes have been reviewed.

Doty made a motion to approve the minutes of January 5, 2026

Patterson seconded the motion.

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

Zoning Report

Zoning Com. Jan. 21 @ 6:30 this is the organizational meeting and they are reviewing the suggested changes by the planning department around zoning amendments.

BZA Jan. 29 @ 6:30 this is the organizational meeting and they are having a public hearing for a 40 foot variance request for a side yard variance.

Likley asked that after the public hearing for the Zoning Commission that we continue to use the signed resolution form and make this a practice going forward. He shared this is a good reference to see what was changed and when. Carr explained that what the township has is kept in the master copy in the zoning office.

Zoning Inspector Report, Julie Carr will present the zoning report at the first meeting of the month.

Junk vehicle violation for Rich Bailey- he is asking for a 60 day extension due to harsh weather causing mud or extreme freezing. This would extend until April 2026 if approved. Trustees agree to the extension.

Roads and Cemetery Report, Trustee Doty

Doty asked the board to give some thought to a uniform service (Shawn Newcomer will get quotes), a smaller truck for daily use and running, and a cold storage building.

Newcomer reached out to Seiwerth to set a time to discuss the roads budget.

Doty shared the Stone Bid information will need to be advertised. Carr will add this to the website and send to the Medina Gazette to publish in the paper and online once received. Doty will follow up with Newcomer for this.

Fuel Storage tanks and usage- Likley asked that out of the four tanks how these are invoiced and if it is done separately by tank. Seiwerth said yes, they are billed by township and fire department. Likley said we will need a way to track via township or fire station if we go to one tank. Likley also suggested cleaning up the fence area around the tanks. He recommends removing the fence when the weather is nicer.

Shawn Newcomer has suggested selling the Gradall machine as it is not effective in what the township is using it for. However, the township has invested \$6,377 in 2025 for maintenance for the gradall machine. Doty suggested possibly selling this and recovering some of the money the township has invested in the machine.

Doty and Newcomer interviewed three applicants for the roads employee. Newcomer took lead on the interviews, and they agreed on offering the position to Nathan Stack. They would like to vote tonight to approve his hiring as long as he has a clean drug screen and driving record. Nathan Stack would be hired at the rate of \$24 an hour plus benefits.

Doty moved to hire Nathan Stack with the conditions above.

Likley seconded.

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

Fiscal Officer Report.

Township laptop is not working, maintenance is scheduled for tomorrow. Screen is broken.

Checking \$288,445.22

Savings \$863,488.47

Appropriations are on hold until we receive more information from the auditor's office.

This will be worked on when certificate of estimated resources are available.

Old Business.

Personnel Policy Handbook amendments presented by J Doty.

Strike through – remove

Italicized – added language

7.4 Medical and Life and ~~Short-Term Disability~~ Insurance

Full-time employees may obtain a complete description of their insurance benefits from the Township Fiscal Officer. The Township reserves the right to change providers and modify, suspend, or terminate coverage.

Employees that have completed ninety (90) days of employment and *either 1) have worked an average of thirty (30) hours or more a week or 2) have been designated as a full-time employee by the Board of Trustees* are eligible to participate in a single or family medical plan and life insurance coverage. **Elected officials** are eligible to participate in health care benefits starting on day 1 of ~~employment/term~~ *their elected or appointed term of office.*

Resolution 2025-18 states that Westfield Township will pay ninety (90) percent, and the employee will pay ten (10) percent of the medical plan monthly premium.

The Township will also pay for life *insurance* policies for elected officials and eligible employees. ~~working forty (40) hours per week. Short-term disability policies are available for full-time employees working forty (40) hours per week.~~

An elected official or eligible employee has the right to refuse medical *and life insurance* ~~and short-term disability~~ coverage.

6.12 Sick Leave

Sick leave is time for which a full-time employee is compensated at their current rate of pay when absent due to illness or another medically related reason, such as a doctor's appointment. Employees who have successfully completed their probationary period and continue full-time employment will accrue sick leave at a rate of eight (8) hours per month of service or ninety-six (96) hours per year from the date of employment (4 hours per pay period). Paid sick hours may be accumulated up to nine hundred sixty (960) hours).

Absences from work due to illness must be submitted to the Fiscal Officer in writing to maintain a record of paid sick time available and used.

No employee will be granted sick leave in advance of sick leave being earned or while the employee is on unpaid leave.

Compensation is not given under any circumstances for unused days at the termination of employment or resignation.

An employee retiring from active service with a minimum of 15 years of employment with Westfield Township may elect to receive a cash payout for unused accumulated sick leave. To qualify, the employee must submit a written request to the Fiscal Officer no later than 30 days prior to the retirement date. The payout will be calculated at one-third of the

employee's unused sick leave hours, ~~up to a maximum of 320 hours~~, and paid at the employee's current hourly rate.

Amendments to 7.4 and 6.12

Doty moved to approve amendments to the employee handbook 7.4 and 6.12 as presented.

Seconded by Likley.

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

Doty moved to strike the previous approval of the employee handbook. Likley seconds the motion.

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

After more discussion the board agreed to cross out the following text in the employee handbook, along with the changes listed above in 7.4 and 6.12.

~~Resolution 2025-18 states that Westfield Township will pay ninety (90) percent, and the employee will pay ten (10) percent of the medical plan monthly premium.~~

Doty moved for the approval of the new suggested change, and changes listed above, to the employee handbook 7.4 and 6.12. Seconded by Likley.

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

Doty shared while reading the employee handbook he has identified typos and grammar issues. Along with this he has identified areas that need to be cleaned up and will be working on this to bring it before the board.

Resolution 2026-06 is a drafted resolution that addresses an issue of funds to be carried over for medical billing used in the prior year. Likley asked if we want to pass a resolution that would replace 2025-18. Seiwert shared these areas needs updated in the employee handbook as well and suggested general terms based on the current resolution passed for the year. Doty would like to review this Resolution in more detail and even include feedback from Nathan from the prosecutor's office.

MCEDC Jan. 15 meeting update- Patterson attended. He said around 300 people attended.

New Business.

Park District support letter- this was shared with the Trustees for the Chippewa Lake Amusement Park remodel and will now be known as Chippewa Lake Park. This is planned to open in 2028.

Likely moved to support the parks district and sign a letter of support.

Doty seconds the motion.

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

Comments from the Floor

Jack Franz, on behalf of Westfield Farms, they are asking about support from the township trustees for a walking path on the bridge near Westfield Farms. The trustees are in support of this. It was explained that the prior trustees also expressed their support for this addition to the bridge.

Hall Rentals: none

Announcements

Feb. 2, @7:00pm Regular mtg.

Feb.16, @7:00pm Regular mtg

MOTION TO ADJOURN

Likley made a motion to adjourn at 8:15pm

Doty seconded the motion.

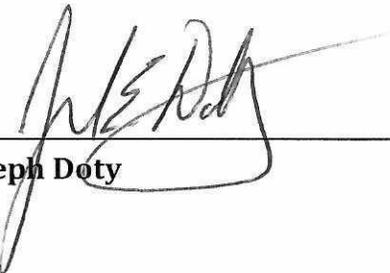
Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Minutes prepared by Township Administrator, Julie Carr.

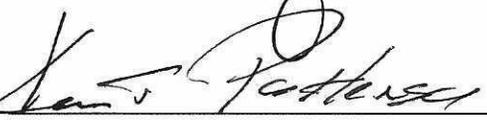
Signed:



James Likley



Joseph Doty



Kent Patterson

Date approved 2/2/2024