

**Special Meeting  
For the Purpose of Employee Policy Handbook Amendments  
and General Business  
March 23, 2026 @ 5:30 pm**

**Meeting location: 6699 Buffham Rd, Seville OH 44273**

**James Likley called the meeting to order at 5:30 pm**

Pledge of Allegiance

Roll call: Joseph Doty, James Likley, Kent Patterson

Others in attendance: Tera Seiwerth, Barbra Walton Solid Waste District Director

Barbra was present to discuss the new Solid Waste Policy Plan and the draft that was sent to Ohio EPA. That draft did not mention Westfield Township or the ability to collect any fees up to .25 cent per ton through the gates of the facility. She stated that she was here to assure us that the County Commissioners and the Planning Committee will include in the final plan the provisions of ORC 3734.57.G(11) that would support Westfield Township the ability to submit for these funds. The Plan is anticipated to be reviewed by Ohio EPA and returned to the Planning Committee with their comments this May. Then it is open for public comments. The Policy Committee can then amend adding the provisions needed. Ratification by all entities this October and final approval mid-2027. Township would then be able to petition with supporting information to the Commissioner to collect a fee up to the .25 cent per ton. The Boards concern now with the Draft Plan already sent to Ohio EPA that Commissioners and Planning Committee say that provision of ORC 3734.57.G(11) should have been submitted with Draft Plan and don't honor the Township ability at that time. She assured us that it would be added.

The conversation shifted to the ability to bill for service from our fire and rescue department when called the facility. Trustee Likley had a previous conversation with her in January that she said then, to submit bills to her for payment. That conversation led to Resolution WFRD 2026-07 being sent to the County commissioners. They apparently do not have the ability to reimburse us for those services. Our request then is to receive all haulers to the facility, their contact and insurance information to ensure our ability collect for those services. Barbra Walton stated that she would be able to provide that information.

**Personnel Policy Handbook**

Discussion agreed that we would go page by page for review of all sections and verbiage. The goal is to have one Employee Policy that will service both township employees and fire department members. Sections that would need to be added was a Driving Policy, Cybersecurity, Internet Usage, with attention to Discrimination/Sexual Harassments and

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Drug and Alcohol policies. Separate signature pages will be identified and implemented for these policies. Annual review of policies may be required to ensure all employees understand the importance and severity of noncompliance. This Employee Personnel Policy Handbook was fully reviewed with changes made as discussed. This document will be revised and updated with these changes fully implemented for final review. A special meeting will be called at a later date for that final review.

**MOTION TO ADJOURN**

Likley made a motion to adjourn at 9:25 pm

Doty seconded the motion.

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

Minutes prepared by Township Administrator, Julie Carr.

Signed: \_\_\_\_\_

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**James Likley**

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**Joseph Doty**

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**Kent Patterson**

**Date approved** \_\_\_\_\_