

**Regular Meeting  
April 6, 2026 @ 7:00 pm**

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

**James Likley called the meeting to order at 7:04 pm**

Pledge of Allegiance

Roll call: Joseph Doty, James Likley, Kent Patterson

Others in attendance: Julie Carr, Tera Seiwert

**Comments from the Floor- none**

**Minutes to be approved**

March 16, 2026 regular meeting minutes have been reviewed.

Doty made a motion to approve the minutes of March 16, 2026

Patterson seconded the motion.

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

March 23, 2026 special meeting minutes have been reviewed.

Doty made a motion to approve the minutes of March 23, 2026

Patterson seconded the motion.

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

**Roads and Cemetery Report, Shawn Newcomer**

5-year budget plan- will be completed within the next two weeks.

ODOT sign grant- I created an ODOT account, will complete the tutorials within the next couple weeks. June 5<sup>th</sup> application deadline.

Ditch enclosure info- All ditch enclosures and culverts will go through the county for permits and will be inspected by a county inspector. Information will be placed on our website. We are only able to install an enclosure if there is an erosion problem or causing the roadway to fail.

Shop lighting upgrade- We have two rows of lights upgraded so far with 2400 lumen led lights. The new lights don't require a ballast and will cut back on electricity costs. The 3rd and final row of lights will be completed this week. Shop ceiling and walls are being cleaned.

Uniforms- The cost for Shawn and Nathan to both have uniforms is \$26.36 per week with no additional upfront cost. Including 11 sets pants and shirts for each.

\*for \$5.90 per week we can include shop towels for a total of \$32.26 per week

\$1677.52 is the yearly cost for uniforms and shop towels to be provided and cleaned.

T-shirts were discussed for the hot summer months. T-shirts with our Westfield township logo range in price from \$10-\$12 per shirt.

Doty moves to contract with Unifirst at an allowance of \$32.26 per week for uniform and shop towel supplies and cleaning.

Likley seconded the motion.

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

Doty moves to have A1 Sports make 10 total t-shirts at the cost of \$12 each to be paid for out of the uniform allowance budget.

Likley seconded the motion.

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

Chatham township patch paving collaboration- As a potential cost saving effort, I suggest a collaboration effort to help address some bad spots in our roads that need filled with asphalt to save the road from further deterioration.

Melway's price to put down 150 ton is \$33,000. They would also want to grind which adds additional cost, almost doubling the price. Our price for Chatham township to put down 150 ton will be \$13,350-\$15,000. Savings to us would be \$12,000 to \$20,000 for 150-ton material cost only and in return we would give Chatham township our labor in helping them put down the same tonnage in their township. We would work for them the same number of hours as they worked for us. The only other out of pocket would be the cost of renting a roller which we would split the cost if possible.

Doty moves to approve collaboration on road work with Chatham Township for road repair at an estimated cost up to \$15,000. Plus roller rental.

Likley seconds the motion.

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

Cold storage building update- I spoke with Nathan Kott at the prosecutor's office and he advised me that the phases in construction cannot be broke apart. Total project would have to be under \$79,568. We will need engineered drawings and we can choose our architect if total cost is under \$25000 and the funds for the architect can be broke apart from project build price. Cold Storage building will be required to get quotes according to legal counsel. Process to be provided by legal council.

ODOT Salt Contract-

Likley moved to approve Resolution 2026-09 to participate in ODOT salt contract program for 2026. Patterson seconded the motion.

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

**Trustee Activity Report-**

**Likley-** Took pictures for Zoning Inspector of zoning issue property, attended County Township Association meeting for Cyber Security. Spoke with OTARMA reps regarding this-will work with Tech Support on possibilities before implementation. County Prosecutor Forrest Thompson presented a draft MOU cost of townships for indigent burials at \$1,250.00. Completed tour with Sherrif Grice, got information on dispatch fee. Met with Fire Association members to update on levy discussion, budget, appropriations, personnel policy. Worked on and completed retention schedule for Records Commission to review and approve. Met with Chief Hall and Asst Chief Young. Contacted US Protective Service into security camera issue at the Township Hall/Fiscal Office.

**Doty-** Email from Barb Walton, Solid Waste District, shared they will discuss start providing payment of the host fee as provide for in ORC 3734.57.G(11) to the Township in 2026. Scheduling a meeting to be set up, including Chief Hall, in the near future. Worked with Shawn on building and shop needs. Attended County meeting regarding Block Grant application opportunities.

**Patterson-** attended Zoning Commission Meeting. Will reach out to the boards about attendance for the April 23<sup>rd</sup> training with AP Nathan Kott meeting at 6:00 pm. Additional training by County Planning Service has been provided.

**Township Administrator, Julie Carr**

Boards training date, April 23<sup>rd</sup> at 6:00 pm hosted by Nathan Kott.

Indigent burial signed. Pertee will add name/information on current stone we have being made.

**Zoning Inspector Report, Julie Carr**

PB Blaster is changing their use to include light manufacturing. ZC approved 4/1/2026.

Junk car zoning violation is being addressed on Buffham Rd.

Junk and debris property on being addressed on Seville Rd.

Zoning Income for the month: \$533.00

Working on Block Grant information for Clayton Rd area to raise properties. Contacted properties owners. Information was sent to Trustees. Doty will assist in contacting owners  
Public Records Request- 8989 Lake Rd completed by J Carr on 4/6/2026

**Zoning Report**

Planned unit development language- will be worked in future meetings May 20<sup>th</sup>  
ZC made recommendation of zoning amendment changes to the Trustees at a public hearing on April 1, 2026. Trustees Public Hearing is scheduled for April 20<sup>th</sup> at 6:00pm  
Information has been provided to Trustees.

**Fiscal Officer Report, Tera Seiwerth**

Fund Status, Revenue, Cash Summary, Appropriation Status provided.

Bills/Warrants \$15,777.12 payment listing.

Doty made a motion to approve the payment listing of \$15,777.12

Patterson seconded the motion.

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

Receipt Listing: \$243,524.53

Checking Acct: \$580,693.80

Savings Acct: \$863,314.33

Correspondence- letter from Westfield Farms requesting road work.

Bank reconciliation completed. Bank transfer to First Financial Bank has been completed.

Check valid date discussed option of stop payments. Checks already have a valid date.

Reviewed cybersecurity policy, have some additional amendments to the personnel policy.

**Old Business.**

Ballot language review from AP Kott and Auditor- correspondence received. Trustees agree they are comfortable with the language proposed for the township fire and rescue levy.

Resolution provided by AP Kott was for the Auditor, some changes to be addressed prior are the needed millage rate and the length of the levy. This will be identified after the completion of the 5-year budget plan.

Michael Schmidt, Ballash Rd, asked what the township is looking for specifically with the fire department. Likley shared that they are looking at dissolving the fire district and creating it simply as a township fire and rescue department. Schmidt asked if the village has agreed to this and has something changed from three years ago. Schmidt says this was the goal years ago. His concern is that on the ballot one day there will be a vote to abolish property taxes- then how will they get funding? Schmidt asked how big the vote no sign was Likley had out for the third levy attempt and how his supporters feel about supporting a levy now. Likley said the goal in this is to allow every resident in the service area of Westfield Fire and Rescue a vote on the level of service that they want, which will include the village. Likley said we are providing information on revenue, expenses and needs on our website and creating 5-year budget plan to share with the public on why this levy is needed. Schmidt asked how the township is getting this information out. Doty shared that no matter who won the election, the funding needs for the fire department has not changed. Doty added that we will be going door to door, putting info on website and getting out to the community as much as possible. We recognize the task ahead of us is great and we're working hard to improve communication to gain community support. Likley said we have a quality and great fire department and that we're working diligently on the best options for

the township and village residents to prove the service needed. If not successful the department operations, staffing, equipment and response time will be negatively impacted.

OTARMA visit to review insurance coverage- Chief and Shawn will be available at this meeting April 8<sup>th</sup> at 1:30pm.

Phone, internet, data price comparison, Tera, Doty, Chris Blare and AC Young to meet to review needs and cost.

-Website changes review discussion, Carr- working on domain transfer- website updates happening multiple times per week.

-Provider of services, etc.- transferring from GoDaddy being worked on. Removed unnecessary administrative access to website.

Hard drive disposal- we have two backups. All rest will be destroyed.

Records Retention Schedule, Likley shared this is completed and sent to everyone for review. First step is to identify what we can get rid of. Future meeting will be set to discuss this more.

Doty moved to approve **Resolution 2026-08 for Records Retention and Destruction Schedule for Westfield Township**. Patterson seconded the motion.

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

Community Block Grant March 24, Doty, Julie info provided under zoning reports.

Ohio Pest control- will confirm with Shawn that he cancelled this.

### **New Business.**

### **Comments from the Floor-**

Ken Bechman asked about a community shred day and zoning change public hearing on April 20. He was provided the information.

### **Announcements**

April 20, 6:00 pm Public Hearing of zoning amendments

April 20, 7:00 pm Regular mtg.

### **MOTION TO ADJOURN**

Likley made a motion to adjourn at 9:10 pm

Doty seconded the motion.

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

Minutes prepared by Township Administrator, Julie Carr.

Signed by :

**James Likley**

**Joseph Doty**

**Date approved** 4/20/26