

RESOLUTION FOR OPEN MEETINGS UNDER SUNSHINE LAW

The Westfield Township Board of Trustees, Medina County, Ohio met in the organizational/regular meeting January 5, 2026 @ 7:00 pm at 6699 Buffham Road with the following members present:

JAMES LIKLEY – JOESPH DOTY – KENT PATTERSON

_____ offered the following resolution and moved the adoption of same which was seconded by _____.

The Westfield Township Board of Trustees, Medina County, Ohio in compliance with RC 121.22(F), hereby establishes the method whereby any person may determine the date, time and location of *regular* meetings, the date, time, location and purpose of *special* meeting and the date, time, location and purpose of an *emergency* meeting of the Westfield Township Board of Trustees.

1. Regular Meetings

Regular scheduled meetings will be held on the first and third Monday of each month at 7:00 pm. unless otherwise provided; all meetings will be held at the Westfield Township Municipal Complex located at 6699 Buffham Road.

The Township Administrator shall give notice of regular meetings by posting a copy of this Resolution on the bulletin board at the Township Hall, notifying the media of a daily printed newspaper (The Medina Gazette) and posting notice on township website westfieldtownship.org

If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in this section at least (2) two days prior to the meeting.

2. Special Meetings

Special meetings of the Board may be requested by the call of the Board, any (2) two members of the Board, or the Chairperson of the Board of Trustees. The call for a special meeting shall specify the date, time, location and purpose of the special meeting. Unless otherwise provided, special meetings will be held at 6699 Buffham Road.

The Township Administrator shall give notice of the date, time, location and purpose of the special meeting to the media of a daily printed newspaper (The Medina Gazette) and post on the township website westfieldtownship.org as far in advance of the meeting as practicable, but not less than (24) twenty-four hours prior to the meeting.

3. Emergency Meetings

Emergency meetings may be requested only by the Chairperson of the Board of Trustees. The purpose of the emergency meeting must be determined that a delay of said meeting more than (24) twenty four hours would have a detrimental effect on the health, safety or financial status of Westfield Township or its residents.

Upon calling an emergency meeting the Chairperson will notify by phone and or email the other (2) two Trustees, Fiscal Officer and the Township Administrator of the date, time, location and specific purpose of the emergency meeting.

The Township Administrator shall immediately notify the media of a daily printed newspaper (The Medina Gazette) the date, time, location and specific purpose of the emergency meeting.

4. Notice to news media of Special and or Emergency Meetings

The Township Administrator shall notify the media of a daily printed newspaper (The Medina Gazette) the date, time, location and purpose of a Special and or an Emergency meeting by e-mailing the stated information. The hard-printed copy of the email shall be maintained as part of the record of that meeting.

5. Notice of meetings to discuss a particular topic

The Township Administrator shall give reasonable advance notice of any regular, special or emergency meeting at which a particular topic is identified to be discussed and or voted upon by the Board of Trustees to any person or media outlet who has requested such notice. If time permits, such notice shall be by regular mail, if the requester has provided sufficient self-addressed stamped envelopes for this purpose. The requester shall provide in writing the topic or topics of their request to be notified on, their name, address, telephone number, email address if applicable and the preferred means of notification.

Any such request shall remain in force for (6) six months from the date of the written request received.

6. Special Notice required by law

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the public hearing or meeting shall be given in the form and manner prescribed by statute, in addition to the notice requirements established under this resolution.

7. Meeting cancellations

Cancellation of a regular or special meeting due to inclement weather and the safety of our residents has been determined to be based on the closure of the local school district and cancellation of their activities within the time frame of the meeting.

NOW THEREFORE, BE IT RESOLVED by the Westfield Township Board of Trustees, Westfield Township Medina County, Ohio that the above-mentioned Resolution for Open Meetings under the Sunshine Law be adopted and in full force.

ROLL CALL VOTE:

Likley, _____

Doty, _____

Patterson, _____

Adopted: January 5, 2026

ATTEST: _____

Fiscal Officer, Tera Seiwerth

Trustee, James Likley

Trustee, Joesph Doty

Trustee, Kent Patterson