

**Regular Meeting
August 3, 2026 @ 7:00 pm**

Meeting location: 6699 Buffham Rd, Seville OH 44273

James Likley called the meeting to order at 7:00 pm

Pledge of Allegiance

Roll call: James Likley, Kent Patterson

Others in attendance: Julie Carr, Tera Seiwert, Shawn Newcomer

Comments from the Floor-

Minutes to be approved

July 20, 2026 regular meeting minutes have been reviewed. minutes have been reviewed.

Likley made a motion to approve the minutes of July 20, 2026 regular meeting

Patterson seconded the motion.

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

Roads and Cemetery Report- Newcomer

Written reports presented

Uniforms along with service have been received.

- Reciprocal Maintenance Service Agreement was reviewed between Westfield and Guilford Township.

Likley moved to participate in the Service Agreement with Guilford Township.

Patterson seconded the motion.

Likley added that if the difference of 100 hours is met, the trustees need notified immediately.

Roll Call- Likley- aye, Patterson- aye.

- Finished helping with cleanup and removal of the big maple tree on Daniels rd. that fell on the 4th of July
- Spread #9 limestone on the roads that were bleeding bad from the heat
- Yard cleanup- relocating pipe storage area
 - looking for options to get rid of all the old concrete pipe
- Crack sealed white rd. (this took us 2 weeks, it needed crack sealed pretty badly) used material we had in the shop that was bought a few years ago

- Upcoming project- To add a piece of pipe to a crossover at 6281 Buffham Rd to extend the outflow of water and to be able to add fill dirt off the edge of the road prior to the new guard rail being installed. We will need assistance for this job and I have talked to Joe Lewis and he is able to assist us. It will require a larger excavator for setting the pipe and also a skid steer for grading the fill dirt. We will haul material to the site and labor for the job to keep costs down.
- Cemetery – I sold one plot but waiting to complete my notary test so I can provide her with her deed. Doty will bring notary stamp at the next meeting.
- We spent some time leveling a couple headstones that were leaning real bad closer to Friendsville rd.
- I have two footers to pour now and plan to get those done in August
- Also plan on burying the two indigents we have and set their stones
- Getting quotes for a bolt hardware bin.
- Likley shared that he had seen the OTA has cemetery training and suggested completing that.

OTARMA

Jim Zuccaro- President of Summit Insurance Agency presented. Likley asked for clarification on the costs of insurance for the township and fire station were separated. The fire station building is owned by Westfield Township so a lease agreement will need to be put in place to cover these costs. Mr. Zuccaro reviewed what is covered through the insurance plan and the costs associated.

Likley shared that in discussion with Mr. Zuccaro that law enforcement liability and coverage for Terri Grimm was removed from the policy. Adjusted Policy invoice was presented at \$21,275.00

Zoning Inspector Report, Julie Carr

Zoning permit income: \$444.80. Report given to Trustees.

Received complaint on Daniels Rd and Route 3.

7160 Greenwich Rd- junk cars/accessories

Zoning Violation on 7552 Seville Rd- another violation was sent in July with 30 days to provide a detailed cleanup plan. He requested by email one year to start cleanup.

Trustees, response is for the owner to provide a written plan within the 30 days for this cleanup. A one-year expectation of total cleanup in the plan. If there is no response, the next steps of legal action will be pursued.

Received a follow up call that 7511 Greenwich- property owner shared they are adding a fence along the side property line. Property has been cleaned up and this violation has been closed.

Township Administrator, Julie Carr

Communicated with Aaron from OTARMA on Cyber security updates- training is required yearly. I have signed up the township for OTARMA training and received the link today to set up the employees. Only other item needed to complete the house bill requirements is to set up a backup FO. Westfield Center FO, Melissa Kurtz has agreed to the back up FO on an emergency basis/need.

Website updates are being worked on for month end updates.

Sign has been updated.

Zoning Commission meeting is set for August 19, 2026

BZA meeting August 12, 2026 for side yard variance.

New variance application cover page was added to the website.

Will be calling to start the making of the head stone for the indigent burials.

Zoning Report- Patterson

BZA Board- Jack Kurtz will be moving to the 2nd alternate position and Kris Hawk will move to the board position.

Likley moves to appoint Kris Hawk to take over the term of Jack Kurtz which ends in 2029.

Jack Kurtz moves to second alternate, which is a yearly position. Patterson seconded the motion. Roll Call- Likley- aye, Patterson- aye. Motion passed.

Fiscal Officer Report, Tera Seiwert

Bills/Warrants \$42,375.21 payment listing.

Doty made a motion to approve the payment listing of \$42,375.21 Patterson seconded the motion.

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

Checking Acct: \$516,359.09

Savings Acct: \$867,978.69

Receipt Listing: \$73,970.68

Revenue status and appropriations were created for month end.

Old Business.

Joint Fire District meeting was July 28th and a resolution was approved and signed and sent to the board of elections for a 3.1 mill levy to be added.

Personnel policy needs to be presented and signed off on by the Zoning Commission and BZA, drug and alcohol and sexual harassment. TA Carr will send an email to the Boards, Trustee Patterson will review with board member for their signature signing.

Phone price comparison- no updates

Cell Tower lease- no updates

New Business

Trustees discussed a stipend for Chris Blair for his work on email management and Microsoft management- Likley suggested a \$300 bonus.

Likley moves to approve a stipend pay of \$300 (onetime payment) for services rendered. Patterson seconded the motion. Roll call- Patterson- aye, Likley- aye. Motion has been approved.

Comments from the Floor- none

Announcements

August 17, 2026 7:00 pm regular meeting

MOTION TO ADJOURN

Likley made a motion to adjourn at 8:20 pm

Patterson seconded the motion.

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

Minutes prepared by Township Administrator, Julie Carr.

Signed:

James Likley

Joseph Doty

Kent Patterson

Date approved _____