

**Regular Meeting
September 8, 2026 @ 7:00 pm**

Meeting location: 6699 Buffham Rd, Seville OH 44273

James Likley called the meeting to order at 7:55 pm

Pledge of Allegiance

Roll call: James Likley, Kent Patterson, Joseph Doty

Others in attendance: Julie Carr, Tera Seiwert

Comments from the Floor- none

Minutes to be approved

August 17, 2026 regular meeting minutes have been reviewed.

Likley made a motion to approve the minutes of August 17, 2026 regular meeting

Patterson seconded the motion.

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

Roads and Cemetery Report- Shawn Newcomer

We completed the pipe extension on Buffham Road and also added 200 ton of fill dirt to build out the edge in preparation for the guard rail installation.

We seeded it with fast growing seed and also used straw matting to help hold the bank from washing out.

Guard rail project update- I am due to meet with the county this Thursday sept. 10th to discuss the bid plans so they can be finalized.

Items of discussion are

1. Traffic control- single lane closure or full road closure
2. Embankment- I plan to provide fill dirt for this
3. Tree clearing- I plan on getting the necessary trees removed
4. Contract completion- Is the township ok with bidding the project now and having a contract completion date around march of 2027 before the resurfacing begins? Bidding the project this fall and having a completion date for next spring will give more flexibility to the contractor to complete the work and could potentially lower the overall cost of the project.

Board approved to proceed with bidding the project out.

We added some signage throughout the township for safety

1. Watch for farm machinery
2. Curve ahead signs on Westfield landing
3. Hill blocks view on Ballash rd.

Completed another pass of ditch mowing along with weekly lawn maintenance of township grounds and also removed a few more dead trees from the fire station front yard

Spraying guard rail weeds for the 2nd time this year

Met with Mike Charback from KLM Risk Management for OTARMA. Here's a list of steps taken that were recommended

1. Valves on fuel containment
2. Warning placards on fuel tanks
3. Moved fire extinguisher for fuel tanks
4. Added first aid kits to all my vehicles and new first aid supplies in the shop
5. Created monthly road and sign checklist forms
6. Vehicle pre trip forms

Likley asked if road salt has been ordered. It has.

OPWC grant email- new chair has been named. No other updates.

Agreement with Chatham- They have the equipment for hot asphalt road. Agreement has been made to work together when needs arise.

Doty moves to adopt and accept the agreement between Chatham and Westfield Township sharing labor and equipment. Patterson seconded the motion.

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

Cemetery

We buried the two indigents

We poured 5 headstone footers

Township Admin Report, Julie Carr

Hall Rental dates opening and closing- NONE

Cybersecurity online training update Aaron Willis OTARMA. Error in setting up for employees. Working with Aaron Willis to correct.

Don Krowlikowski update email- website had crashed. Two errors were found when recreated- fee structure and meeting dates. Those have been fixed.

Working on files for destruction per records retention schedule.

Ordered headstone for indigent burials.

Carr will update the website with the projected budget for the joint fire district.

Zoning Inspector Report

Zoning violations 7552 Seville Rd. correspondence- Prosecutor has everything needed and complaint updates on Route 3 property- Doty reached out to resident- no update.

7160 Greenwich Rd- junk cars/accessories- letter sent. Have seen some clean up attempts.

Zoning Income: \$242.80/ 7 applications

Zoning Report- Patterson

All employee policy acknowledgement forms have been completed for the BZA and ZC.

Fiscal Officer Report, Tera Seiwert

Bills/Warrants \$31,376.35 payment listing.

Doty made a motion to approve the payment listing of \$31,376.35

Patterson seconded the motion.

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

Checking Acct: \$562,580.87

Savings Acct: \$868,900.08

Bank Reconciliation completed.

Receipt listing: \$97,114.71

Letter received from bank that the township will be charged treasury management fees starting September 1st.

Record Retention- have not heard back from the State on the approval yet. Called them to follow up.

Unclaimed funds report \$182.51. Tera is working on collecting those funds.

Records Requests- Alexis Blake- completed. Justin Winneg- completed. Scott Gardner- completed.

**Resolution 2026-16 A RESOLUTION TO SET PERMANENT APPROPRIATIONS FOR GENERAL FUND
YEAR ENDING 12- 31-2026**

Likley moved to accept Resolution 2026-16. Doty seconded.

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

**Resolution 2026-17 RESOLUTION OF WESTFIELD TOWNSHIP TO DISCONTINUE
COLLECTION OF WESTFIELD FIRE AND RESCUE DISTRICT 2.5 MILL CONTINUOUS LEVY
AFTER PASSAGE OF THE WESTFIELD JOINT FIRE DISTRICT LEVY**

Likley moved to accept Resolution 2026-17. Doty seconded.

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

Old Business.

Solid waste facility and County Commissioner Resolution 26-0621 has been made starting Jan 1, 2027 to receive tax revenue from the property.

Joint Fire District levy update – Doty, Jack Franz and Likley attended the Labor Day Car Show to discuss levy needs with the community.

Phone price comparison update – Doty- no updates

Cell tower lease – Doty has sent a final communication.

New Business

Risk Management report- will follow up with driving policy questions and present at the next meeting.

Job descriptions for all positions is being reviewed and worked on.

Health Insurance- spoke with the Village on what they have offered to employees. Likley will also reach out to the other companies to get more details. They would like to make this determination on health insurance before renewal date.

Comments from the Floor- Mike Schmidt shared he likes the website, especially the header, with all the information on the levy. He asked about the current contract between the village and the township. Likley said it would dissolve at year end with levy success. Schmidt suggested adding to the website what the current millage is collecting at for the fire levy. Carr will update with what the levy is currently collecting at.

Announcements

September 21, 2026 7:00 pm regular meeting

MOTION TO ADJOURN

Likley made a motion to adjourn at 9:15 pm

Doty 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 _____