Regular Meeting
November 2, 2026 @ 7:00 pm

Meeting location: 8515 Virginia Dr, Westfield Center Fire Department

James Likley called the meeting to order at 7:25 pm

Pledge of Allegiance
Roll call: James Likley, Kent Patterson, Joseph Doty
Others in attendance: Julie Carr, Tera Seiwerth

Comments from the Floor-

Minutes to be approved

October 19, 2026 regular meeting minutes have been reviewed.
Doty made a motion to approve the minutes of October 19, 2026 regular meeting.
Patterson seconded the motion.
Roll Call- Likley- aye, Patterson- aye, Doty-aye. Motion passed.

Roads and Cemetery Report- Shawn Newcomer

- Asphalt patch repair- with the help of Chatham township we used 125 ton and overlaid and filled wheel tracks in Westfield farms, Ballash, Westfield Landing and Kennard Rd.
- Brine and salt- We used our brine maker to fill our tanks. All 5 tanks are full with brine. We have 27,500 gallons going into winter.
  I also had 160 tons of rock salt delivered. 60 ton went to cloverleaf schools.
  I'm going to order 100 more ton to have the salt barn completely full going into winter. That'll leave us 200 ton left on our contract
- We completed our monthly road check on 10-12-2026.
  We identified some areas that need berm material added.
  Removed 2 dead trees that were noticed during our check
  All signage checked out ok and present
- Guard rail project update- We had two bidders for the project
  Lake Erie construction- $72000
  Cuyahoga fence- $84000 After a discussion with J Doty we verbally agreed to go with Lake Erie construction. They are a reputable company, and they came in 20k less than the county estimate.
  The project is to be completed by March 14th 2027
- Garman Rd- Asphalt repairs were made to Garman Rd from where the water line contactor messed up the road way
  An edge patch repair was done by the contractor from CT Taylor on Buffham Rd by the tennis courts where the baseball field contractor broke the edge off during construction.

- Nathan took his tanker endorsement and passed
- Township vehicle pre- trip status- the Mack truck needed one tire repaired that had a screw in it otherwise, is safe and operable
  The ford f550 needs nothing checks out safe and operable with no issues
  The John Deere 444 wheel loader has an emissions code. Murphy equipment is scheduled to come out this week to address the issue. It's fully covered under the factory warranty
- October fuel usage- Gas-26.8 On road diesel-147.9 Off Road diesel- 99.2
- Storage Shed has been delivered and set up.

Cemetery- Other than regular maintenance nothing new to report

Township Admin Report, Julie Carr

- Hall Rental dates opening and closing- Westfield Farms, Nov 12th has cancelled.
- Cybersecurity online training- Sent to all employees in the township and fire department.
- Records Retention- This is a continued project being worked on.
- Ohio Township Association Annual Meeting is open for registration. TA Carr would like to attend and asks to approve splitting the cost with Guilford Township. If any Trustees would like to attend to please let me know and I can book accommodations and get tickets.
- Website- Our website recorded 9200 unique visitors in October that is up from about 6800 in September, a 36% increase. We had nearly 45,000 visits meaning visitors returned multiple times in about 80,600 page reviews. The report filters out robots it recognizes but these numbers aren't an exact count of individual people automated traffic is still included. October showed a substantial increase in recorded website activity.

Zoning Inspector Report

Zoning violations: Trustees have reviewed all violations to determine if they want to take the next steps that involve legal action. Trustees discuss the following properties.

7552 Seville Rd. correspondence- Prosecutor has everything needed for warrant.

7160 Greenwich Rd- junk cars/accessories- letter sent. Should a 2nd letter be sent? The trustees would like a letter sent acknowledging progress, but a little more work needs done with to resolve the violation before legal action needs taken.

10181 Wooster Pike- Resident claims to have wet land issues. Still junk vehicles. Trustees agree to send to the prosecutors for the next steps for a search warrant.

5543 Greenwich for junk vehicles- vehicles removed. Complaint closed.

9919 Wooster Pike- junk vehicles and noxious weeds- no updates. 2nd letter sent.

9790 Hulbert- junk vehicles. First violation letter sent.

5475 Greenwich Rd- junk pile in the backyard. First letter will be sent.

Site plan review for Pilot Fuel Station has been received. Will be going to the Zoning Commission for review on Nov 23rd at 6:30 pm.
Zoning Income $624.20
County Engineer informed ZI of a lot split for a pressure regulator. Lot split will be around 9,000 square feet 60x150. This would be near the corner of Lake and Greenwich. No other information has been presented to the ZI as of yet.

Zoning Report- Patterson
Zoning Commission would like to place a 3-5 year moratorium on Data Centers in the township as they review legally what is allowed and research what other townships are doing.

Fiscal Officer Report, Tera Seiwerth
Bills/Warrants $33,040.05 payment listing.
Trustees reviewed the payment listing.

Doty made a motion to approve the payment listing of $33,040.05
Patterson seconded the motion.
Roll Call- Likley- aye, Patterson- aye, Doty- aye. Motion passed.

Checking Acct: $721,891.73
Savings Acct: $870,716.29

Likley added that the $84 payment to him was for the cost of document shredding on behalf of the township. These were boxes filled by TA Carr that needed disposed of. Required disposal is shredding.
Likely informed that a considerable amount of brine was made and to watch the water bill to be able to compare options on the best way to get water in the future.
Bank reconciliation was completed.
Receipt listing: $31,599.23
Correspondence- SLFRF has been completed.

Resolution 2026-20 for an agreement policy for material purchases in 2027 from the county.
Doty made a motion to approve the agreement for material purchase from the county in 2027.
Likley seconded the motion.
Roll Call- Likley- aye, Patterson- aye, Doty- aye. Motion passed.

Old Business-
Phone transfers and landline- Doty shared that we currently pay Spectrum $195 a month for internet and the land line at the township hall. Doty received a new quote that would increase internet speed, get rid of the land line but has a ring central option where it can be

transferred to specific employees. The new bill would be around $170 a month. He will continue to look at options.
KLM Risk Management Report – Likley has completed this and sent the information back to KLM for review.
Job description provided for review – Trustees, FO and employees have reviewed this and updated areas suggested. This has been completed.

Doty moved to adopt the job descriptions for Roads Crew, Roads Supervisor, Zoning Commission, Board of Zoning Appeals, Township Administrator, Zoning Inspector and Zoning Secretary.

Patterson seconded the motion.

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

Service contracts with Hold Harmless statement- AP Nathan Kott has for review. Hold harmless agreements are needed for:
Joe Lewis, Don George, Shannon Collonna, Vibrant Cleaning Service and anyone we issue 1099 for.

New Business-
Funding advance to WJFD from General fund – Likely shared that this would be to assist the budget in the first quarter until the funds come in from taxes collected. Then the township would be paid back.
Health Insurance quotes- still waiting on quotes for 2027.

Comments from the Floor- none

Announcements

November 16, 2026 7:00 pm regular meeting

If the levy passes- the Township will hold a special meeting on November 5, 2026 at 6:00 pm to pass a resolution to discontinue the prior tax collection rate.

MOTION TO ADJOURN

Likley made a motion to adjourn at 8:00 pm

Doty seconded the motion.

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

Minutes prepared by Township Administrator, Julie Carr.

Signed:

James Likley

Joseph Doty

Kent Patterson

Date approved 11/14/2024