

TOWNSHIP OF NORTHFIELD CENTER ORGANIZATIONAL RESOLUTION
County of Summit, State of Ohio
Resolution No. 17/01-09C

1. The following persons are authorized to sign checks and vouchers: Trustees Paul G. Buescher, Richard H. Reville, John J. Romanik, and Fiscal Officer Andy LaGuardia.
2. One Regular Trustees meeting will be scheduled per month, commencing at 7:00 p.m. on the first Monday of each month. If a legal holiday conflicts, the meeting will be held on the following Tuesday unless rescheduled. Department Heads and the Administrator shall report at the request of the majority of the Board.

*** Appointments: All Appointments subject to remaining probationary periods. ***

3. ADMINISTRATION: SAFETY, ZONING, ROADS

Chair of the Board of Trustees:	Paul G. Buescher
Vice-Chair of the Board of Trustees:	John J. Romanik
Trustee:	Richard H. Reville
Trustee Representative for the Road Dept.	John J. Romanik
Trustee Representative to the Macedonia Fire Department	Richard H. Reville
Trustee Representative to the Sheriff's Office	Paul G. Buescher
Trustee Representative to the Zoning Dept.	Richard H. Reville

4. ROADS – FULL TIME MEMBERS:

Road Superintendent:	Richard E. Youel
Road Foreman:	Frank J. Buehner
Grade 2:	Mark E. Frank
	John D. Horn

5. OTHER APPOINTMENTS:

Administrator:	Samuel J. Ciocco
Zoning Inspector:	Donald Saunders
Township Secretary to: Zoning Commission, Board of Zoning Appeals, Zoning Inspector, Board of Trustees, and Township Departments:	Judith Flauto

Policy Procedure Writer _____

North Hills Water Board:

Basil Lovano	Term Expiration: 12/31/17
John Campbell	12/31/18
Gerald Pepile (Swing Member)	12/31/18
Daniel Shade	12/31/19

Western Reserve Cable 9 Consortium Representative:

Basil Lovano	Term Expires 12/31/17
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- 6a. That Todd Raskin appointed as Auxiliary Counsel, used at the discretion of the Board of Trustees; compensation to be based on an hourly rate.
- 6b. That Warner Mendenhall be appointed as Auxiliary Counsel, used at the discretion of the Board of Trustees; compensation to be based on an hourly rate.
- 6c. That Michael Harvey be appointed as Auxiliary Counsel, used at the discretion of the Board of Trustees; compensation to be based on an hourly rate;
7. That Paul G. Buescher be appointed as Northfield Center Township Representative to the Summit County Board of Health for the Year 2017, and that he retain the right to appoint the Administrator as Alternate with voting rights.
- 7a. That Richard H. Reville be appointed as Northfield Center Township Representative to the Northfield Macedonia Cemetery for the Year 2017.
8. Other:
That special and/or temporary help, all departments as needed, hourly wage to be approved by Board of Trustees. Building Trades: In accordance with union/state/federal regulations.
9. That sick-leave and vacation schedule is in accordance with Trustees motion 11/15/82 and in accordance with O.R.C. Sections 124.38, 124.383, 124.39 and 325.19 for Richard Youel, Frank Buehner, John Horn, Mark Frank, and Samuel Ciocco. **Vacation time shall not be accrued.** Any unused vacation time allowed the employee for the present calendar year shall be encashed to the employee in January of the following year.
10. That Holidays for full-time employees per O.R.C. 124.19 are ten days per year, and should be taken "as is" unless previously approved by the Township Administrator in consultation with the Board of Trustees.
11. That sick leave time shall not be accrued in excess of the option selected by each individual employee. Said option for each employee was accepted and approved by the Trustees by motion at the December 21, 1992 meeting.
12. That if the employee elects to take compensatory time off in lieu of overtime pay, for any overtime worked, such compensatory time shall be granted by the employee's supervisor and/or Trustees, on a time and one-half basis, at a time mutually convenient to the employee and the Township. Compensatory time is not available for use until approved by the employee's supervisor and/or Trustees, and must be used within 30 calendar days.
13. That health/hospitalization, dental, and vision insurance are to be available and provided by the Township for Elected Officials and for full time employees with the full cost to be paid by the Township, as authorized in the Affordable Care Act and the Ohio Revised Code. The following full time employees are eligible: Richard Youel, Frank Buehner, Mark Frank, John Horn, and Samuel J. Ciocco.
14. That the Trustees state that grade scales established within this Resolution are to be merit type, based upon several factors including length of service, quality of work performed, etc., and may include a cost of living adjustment. All such increases that may be granted are at the sole discretion of the Trustees.

15. Resolve to establish the intent of the Board of Trustees of Northfield Center Township to perform certain road maintenance work during fiscal year 2017 by force account using Township equipment, Township personnel, and Township purchased materials.

16. That rental charges for Town hall use be established as follows, Trustees reserve the right to waive fees:

NCT Residents:	\$25.00 Deposit per floor per meeting
Non-NCT Residents:	\$75.00 Deposit per floor per meeting
Local Non-profit Groups:	\$25.00 Deposit per floor per meeting

The Trustees reserve the right to waive fees by special permission and to waive fees for groups that have a history of contributions to the Township for community projects. Trustees reserve the right to restrict certain uses of the Township Hall at their discretion, per Resolution No. 01/12-3a: TOWN HALL RESIDENT USAGE AGREEMENT TERMS.

17. The Chair requests that the Fiscal Officer include for the record a listing of all Board and Fire District members as of this meeting. The Board Members are as follows:

Zoning Commission:	Term Expiration:
Michelle Johnson	12/31/17
Gregory Yakich	12/31/18
Daniel Schade	12/31/19
Basil Lovano	12/31/20
John Campbell	12/31/21
_____ Alternate	12/31/17

Board of Zoning Appeals:	Term Expiration:
Richard Wolff	12/31/17
Verner Rudder	12/31/18
Don Christley	12/31/19
Diane Bielecki	12/31/20
Richard Patz	12/31/21

18. That the following schedule of compensation be established for the Year 2017 from January 1, 2017 through December 31, 2017 which includes a raise for all Township Employees, as reflected in rate of pay.

A: Road Department:	
1) Road Superintendent: full time	\$27.66 per hour
2) Road Foreman: full time	\$22.54 per hour
3) Grade 2: full time	\$17.16 per hour
4) Other Grades (Temporary / Part-Time / Seasonal):	
a) Beginning Grade (Seasonal Part-Time):	\$10.77 per hour
b) Intermediate Grade (Seasonal Part-Time)	\$12.30 per hour
c) Seasonal/Part-Time (Experienced):	\$15.21 per hour
d) Seasonal/Part-Time Snow plowers / Drivers:	\$15.21 per hour

Annual Clothing Allowance, Sick Time Accumulation, and Overtime:

- 1) Annual clothing allowance for full time Road Employees: \$350.00 per year
Annual clothing allowance for part-time Road Employees: Based on Road Department paid service hours for the previous calendar year. The allowance is \$150.00 for 100-300 hours of service, and \$200.00 for 300 hours or greater.(All other clothing allowances at the Trustee discretion.)
- 2) Sick time accumulation factor for all full time employees: 8 hrs per 160 actual hours worked.
- 3) With prior approval by a majority of the Trustees, with the exceptions of emergencies: Overtime rate of 1.5 times regular rate is paid for the hours that an Road Dept. employee actually works in excess of 40 hours in a given regular work week.

Emergency Call In Pay:

The Road Superintendent or an approved designee will receive 30 minutes of pay for arranging for emergency call-in personnel

- 1 minutes to 2 hours work: 2 hours of regular pay.
2 to 4 hours work: 4 hours of regular pay
Over 4 hours work: Regular Pay for actual time worked, unless the employee qualifies for overtime pay in a given work week.

Holidays listed in O.R.C. 124.19, with the following exceptions for Call In Pay:

- Up to 1 hour work: 2 hours of regular pay.
1 hour or more: Overtime rate of 1.5 times regular pay

B. Zoning Department:

- 1) Zoning Inspector: (Amended via Resolution No. 07/01-16a) \$16.07 per hour
- 2) Zoning Commission Members: (Amended via Resolution No. 07/01-16a) \$33.00 per diem
(Includes attending JEDD and S.C. Planning Commission Meetings.)
- Board of Zoning Appeals Members: (Amended via Resolution No. 07/01-16a) \$33.00 per diem

C. Administration

- 1) Trustees: Paul G. Buescher, Richard H. Reville, and John J. Romanik: Salary in equal monthly installments at the maximum rate permitted in accordance with statutory O.R.C. requirements and consistent with the NCT Budget / Appropriation Resolution.
- 2) Fiscal Officer: Andrew LaGuardia:
Salary in equal monthly installments at the maximum rate permitted in accordance with statutory O.R.C. requirements and consistent with the NCT Budget / Appropriation Resolution.
- 3) Township Administrator: \$19.59 per hour
Job description as defined by O.R.C. Sections 505.031 and 505.032 -full time.
Sick time accumulation factor as for all full time employees.
- 4) Township Secretary: \$15.21 per hour
Serving all Township Departments at the discretion of the Township Administrator, in consultation with the Board of Trustees.

Special/Temporary Help and Mileage Rate:

- 1) Special and/or temporary help, all departments as needed, hourly wage to be approved by the Board of Trustees.
- 2) Mileage Reimbursement Rate per IRS Regulation for use of personal vehicle on Township business:
 - 53.5 cents per mile for business miles driven;
 - 17 cents per mile driven for medical or moving purposes; and
 - 14 cents per mile driven in service of charitable organizations.

19. That Fire & EMS protection is provided by the Macedonia Fire District per Resolution No. 16/09-07H.

20. Requestors will be charged \$0.05 per page for letter or legal sized copies. The charge for providing copies in any other media will be the cost to the Township of the media.

D. All appointments, except where indicated, are for the calendar year. The Trustees reserve the right to change the duration of individual appointments. If necessary the Trustees reserve the right to grant by verbal approval a two week extension of the appointment