

TOWNSHIP OF NORTHFIELD CENTER ORGANIZATIONAL RESOLUTION
County of Summit, State of Ohio
Resolution No. 12/01-03c

1. The following persons are authorized to sign checks and vouchers: Trustees Paul G. Buescher, Richard H. Reville, Brent A. Sommer, and Fiscal Officer Monica James.
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:	Brent A. Sommer
Vice-Chair of the Board of Trustees:	Richard H. Reville
Trustee:	Paul G. Buescher
Trustee Representative for the Road Dept.	Paul G. Buescher
Trustee Representative to the Safety Dept.	Richard H. Reville
Trustee Representative to the Zoning Dept.	Brent A. Sommer

4. **ROADS:**

Road Superintendent:	Charles T. Pickering
Road Foreman:	Richard Youel
Grade 2:	Frank Buehner

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	TBA
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North Hills Water Board:	Term Expiration:
John Campbell	12/31/12
Kathryn Flauto (Swing)	12/31/12
Daniel Schade	12/31/13
Basil Lovano	12/31/14

Cuyahoga Valley Regional Council of Governments Representatives:

Trustee Richard H. Reville
William Ford

Western Reserve Cable 9 Consortium Representative:

Basil Lovano

Flood Zone Committee Chair:

TBA

- 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 Jeffrey Snell 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 Richard H. Reville be appointed as Northfield Center Township Representative to the Cuyahoga Valley Regional Council of Governments for the year 2012, and that he retain the right to appoint an Alternate with voting rights.
8. That Paul G. Buescher be appointed as Northfield Center Township Representative to the Summit County Board of Health for the Year 2012, and that he retain the right to appoint an Alternate with voting rights.
9. The Northfield-Macedonia Cemetery Board: Northfield Center does not have a Representative in the Year 2012.
10. 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.
11. 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 Charles Pickering, Richard Youel, Frank Buehner, 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.
- 12a. 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.
- 12b. 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.

13. 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.
- 14a. 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. The following full time employees are eligible: Charles Pickering, Richard Youel, Frank Buehner, and Samuel J. Ciocco.
- 14b. That those eligible to participate in the Township health/hospitalization, dental, and vision insurance plans may elect to acquire the respective substantially comparable insurance with another carrier not providing coverage under the Township program. In lieu of participation in the Township plan, the elected official/employee may elect to choose a different insurer and may elect to be reimbursed for the actual healthcare insurance premium incurred using that alternate carrier, in an amount not to exceed the premium calculated by the Township insurance carrier for that employee if the employee had elected to participate under the provisions of the current Township insurance plan. This insurance premium reimbursement option does not apply to or permit adjustments or reimbursements for co-pays, deductibles, or other out of pocket expenses of any kind whatsoever. The employee must provide proper and adequate documentation.
- 14c. That an employee otherwise eligible to participate in the insurance Township plans, but who elects instead to maintain participation in an insurance plan providing substantially comparable coverage but whose cost is being substantially subsidized by a previous employer or other entity may request and receive reimbursement from the Township for that portion of the insurance premium that the employee must actually pay to remain as a participant in that plan. This insurance premium reimbursement option does not apply to or permit adjustments or reimbursements for co-pays, deductibles, or other out of pocket expenses of any kind whatsoever. The employee must provide proper and adequate documentation.
15. 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.
16. Resolve to establish the intent of the Board of Trustees of Northfield Center Township to perform certain road maintenance work during fiscal year 2012 by force account using Township equipment, Township personnel, and Township purchased materials.

17. 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.

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

Zoning Commission:	Term Expiration:
James Youel	12/31/12
Greg Yakich	12/31/13
Daniel Schade	12/31/14
Basil Lovano	12/31/15
John Campbell	12/31/16

Board of Zoning Appeals:	Term Expiration:
Richard Wolff	12/31/12
Verner Rudder	12/31/13
Kitty Flauto	12/31/14
John Romanik	12/31/15
William Ford	12/31/16

19. That the following schedule of compensation be established for the Year 2012, from January 1, 2012 through December 31, 2012.

A: Road Department:

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|---|------------------|
| 1) Road Superintendent: full time | \$_____ per hour |
| 2) Road Foreman: full time | \$_____ per hour |
| 3) Grade 2: full time | \$_____ per hour |
| 4) Other Grades (Temporary / Part-Time / Seasonal): | |
| a) Beginning Grade (Seasonal Part-Time): | \$_____ per hour |
| b) Seasonal/Part-Time (Experienced): | \$_____ per hour |
| c) Seasonal/Part-Time Snowplowers / Drivers: | \$_____ 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:

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

C. Administration

- 1) Trustees: Paul G. Buescher, Richard H. Reville, and Brent A. Sommer
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: Monica James:
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: \$_____ 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: \$_____ per hour
Serving all Township Departments at the discretion of the Township Administrator, in consultation with the Board of Trustees.
- 7) Policy Procedure Writer \$_____ per hour

Special/Temporary Help, CVCC, and Mileage Rate:

- 1) Special and/or temporary help, all departments as needed, hourly wage to be approved by the Board of Trustees.
 - 2) NCT Citizen Representative to the Cuyahoga Valley Communities Council:
(Trustee representative not entitled to compensation.) \$29.01 per diem
 - 3) Mileage Reimbursement Rate per IRS Regulation for use of personal car on Township business
(Effective January 1, 2012): \$0.51 per mile (IRS 2011 rate)
20. That Fire & EMS protected provided by the Northfield Center-Sagamore Hills Fire District per Resolution No. 10/05-17a. The Northfield Center Fire Station is leased for \$1.00 per year To the Northfield Center – Sagamore Hills Fire District per Resolution No. 10/05-17b.
21. 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.