

**TOWNSHIP OF NORTHFIELD CENTER**  
**County of Summit, State of Ohio**

**Resolution No. 08/01-09e**

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 immediately 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:	Brent A. Sommer
Trustee:	Richard H. Reville
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. **FIRE DEPARTMENT:**

Fire Chief:	Robert Derrit
Assistant Fire Chief:	David Enzman
Captains:	Frank Risko
	Eddie Yost
Lieutenants:	Richard Huston
	Alex Picone
	David Sabo
	Richard Switzer
	Michael Zana
	David Sabo
Scheduling Coordinator:	
Administrative Staff Officers:	
Public Information Officer:	Frank Risko
EMS Coordinator	David Enzman
Fire Prevention Officer/Fire Inspector:	Frank Risko
Assistant to Fire Prevention Officer/Fire Inspector:	Alex Picone

5. **ROADS:**

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

6. 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

Gardeners: Loren M. Carlson  
David Hetzel  
Jesse Nehez

Building Maintenance Worker: Earl Kane

Policy Procedure Writer and Fire Contract Mary Ann Ford

North Hills Water Board:	Term Expiration:
Basil Lovano	12/31/08
John Campbell	12/31/09
Daniel Schade	12/31/10

Cuyahoga Valley Regional Council of Governments Representatives:  
Richard H. Reville  
William Ford

Western Reserve Cable 9 Consortium Representative: Basil Lovano

Flood Zone Committee Chair: TBA

- 7a. That Todd Raskin appointed as Auxiliary Counsel, used at the discretion of the Board of Trustees; compensation to be based on an hourly rate.
- 7b. 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.
- 7c. 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;
8. That Richard H. Reville be appointed as Northfield Center Township Representative to the Cuyahoga Valley Regional Council of Governments for the year 2008, and that he retain the right to appoint an Alternate with voting rights.
9. That Brent A. Sommer be appointed as Northfield Center Township Representative to the Summit County Board of Health for the Year 2008, and that he retain the right to appoint an Alternate with voting rights.

10. That \_\_\_\_\_ be appointed as Northfield Center Township Representative to the Northfield-Macedonia Cemetery Board for the Year 2008, and that TBA be appointed as Alternate with voting rights. The Northfield Center Township full term of office runs \_\_\_\_\_ through \_\_\_\_\_.
11. 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.
12. 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, Eddie Yost, 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.
- 13a. 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.
- 13b. 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.
14. 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.
- 15a. 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, Eddie Yost, and Samuel J. Ciocco.
- 15b. 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 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.
- 15c. 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.

16. 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.
17. Resolve to establish the intent of the Board of Trustees of Northfield Center Township to perform certain road maintenance work during fiscal year 2008 by force account using Township equipment, Township personnel, and Township purchased materials.
18. That rental charges for Town hall use be established as follows, Trustees reserve the right to waive fees:

NCT Residents:	No Rental but Deposit required
Non-NCT Residents:	\$75.00 per floor per meeting plus Deposit
Local Non-profit Groups:	\$25.00 per floor per meeting plus Deposit

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.

19. 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:

<b>Zoning Commission:</b>	<b>Term Expiration:</b>
Greg Yakich	4/14/08
Daniel Schade	4/14/09
Basil Lovano	4/14/10
John Campbell	4/14/11
James Youel	4/14/12

<b>Board of Zoning Appeals:</b>	<b>Term Expiration:</b>
Verner Rudder	7/10/08
David Kerr	7/10/09
John Romanik	7/10/10
William Ford	7/10/11
Richard Wolff	7/10/12

**Fire Department:**

A list of current Fire Department Members is attached to this Resolution.

20. That the following persons be appointed and will constitute the 2008 Volunteer Fire Fighters Dependents Board:

Legislative Authority:	Paul G. Buescher
Board Appointed:	Katherine Flauto
Fire Department Appointed:	President of the NCT-VFF Ass'n
Chair:	President of the NCT-VFF Ass'n
Secretary:	Secretary-Treasurer of the NCT-VFF Ass'n

The Officers of the Northfield Center Township Volunteer Fire Fighters Association (NCT-VFF Ass'n) will serve as indicated on the NCT Volunteer Fire Fighters Dependents Board. In the absence of the President, the Vice-President shall serve in his stead.

The elected Year 2008 Officers of the NCT-VFF Association are:

President	TBA
Vice-President	TBA
Secretary-Treasurer	TBA

21. That per Resolution 02/10-07c, all members of the Northfield Center Fire Department are to be age 21 minimum.
22. It is the policy of Northfield Center Township to encourage members of the fire department to improve their level of fire and E.M.S / Paramedic certification. Members who have completed their probationary period and who submit an appropriate Request for Training for prior approval by the Fire Chief and Board of Trustees, shall be reimbursed in full for the cost of training upon successful completion and certification by the appropriate licensing authorities as required. However, if the cost of the training or education program exceeds \$300.00 the member will be required to complete and adhere to the terms of the appropriate Educational Reimbursement Agreement in effect at the time training begins. Northfield Center Township agrees to reimburse member the cost of paramedic training up to \$4000.00 with proper authorization and policy established at time of request. Adjustments in Township reimbursements will be made if the employee is also being compensated or reimbursed by another employer for a portion of the same class or seminar.
- 23a. That the Board of Trustees authorizes the Sagamore Hills Township Board of Trustees to establish resident and non-resident ambulance and emergency services, and authorizing said Board to collect said fees and retain same for the calendar year 2008, subject to certain provisions.
- 23b. That, as originally established by Resolution No. 02/11-18a, Northfield Center Township ambulance billing rate be established at \$475.00 per call or the maximum Medicare reimbursement rate, whichever is higher.
- 23c. That the Board of Trustees, upon the recommendation of the Fire Chief, retains the right to waive uncollected ambulance billing balances.

24. That the following schedule of compensation be established for the Year 2008, from January 1, 2008 through December 31, 2008, with the exception of the Fire Department.

A) Fire Department:

- 1) The Fire Department schedule of compensation is established for the period of time commencing January 1, 2008 through December 31, 2008.
- 2) Fire Chief (Part-time) (120 hours maximum per each 4 week period. \$21.01 per hour
- 3) Assistant Fire Chief: \$17.86 per hour
- 4) Captains: \$15.23 per hour
  - a) Additional \$2.00 per hour if a Paramedic; or
  - b) Additional \$1.00 per hour if an Intermediate
- 5) Lieutenants: \$14.39 per hour  
(Includes Administrative Staff Officers: Public Information Officer, EMS Coordinator.)
  - a) Additional \$2.00 per hour if a Paramedic; or
  - b) Additional \$1.00 per hour if an Intermediate
- 6) Scheduling Coordinator: Shall be compensated at the normal hourly rate.
- 7) Fire Inspections: Conducted by a Fire Inspector, preferably during a scheduled shift with no additional compensation. If necessary, Fire Inspections conducted outside of a scheduled shift will be compensated at the Fire Inspector's normal hourly rate, at a maximum of 16 hours per week
  
- 8) Paramedic \$15.23 per hour
- 9) EMT-Intermediate \$14.18 per hour
- 10) F.F./EMT-Basic \$13.13 per hour
- 11) \$300 per year for continuing education training for each fire department member is authorized when such member submits an appropriate Request for Training as described in the N.C.T. policy manual for prior written approval of the Fire Chief /Assistant Chief without the need for prior Trustee approval. Approval is for 1 class / seminar per year. If additional training is requested member must have Fire Chief /Assistant Chief and Trustee approval. This allowance does not accumulate for carryover to subsequent years.
- 12) Uniform Allowance, as per Resolution 02/07-01d for the Year 2002, updated as described below:

A Uniform Allowance will be given for NCT Fire Dept. Members for the Year 2008 only. The Allowance will be based on a F.D. Member's paid service hours for the January 1, 2007 through December 31, 2007 period. The Allowance will be \$150.00 for a Member with 100-300 hours of service, and \$200.00 for Members with greater than 300 hours service. Members must present verifiable receipts for NCT F.D. uniform purchases made in 2007 and 2008 for reimbursement under this program. The F.D. Chief and Assistant Chief will design the program and present it to the Trustees for approval. No expenditure is authorized under this program until the program is approved by Trustee Resolution. Any remaining balance in a Member's 2007 allowance will be applied to 2008. This benefit is subject to modification due to the adoption of Fire Department and/or Township Policy Manual(s) or separate Trustee resolution.

13) Fire Department Holiday Pay Rate and Conditions, as established by Trustee Resolution No. 04/11-08i and described below:

The Resolution authorized a holiday pay rate of 1.5 times the base pay rate for part-time members of the Fire Department serving “at station” or scheduled “second call” staff responding to justified “paged-in” EMS runs, for certain time periods determined by the Board of Township Trustees. Each holiday period must be fully subscribed with “at-station” staffing, including those scheduled “second call” staff responding to “paged-in” EMS runs, for anyone to qualify for the holiday pay rate for that holiday. This program began effective November 15, 2004.

At this time, the authorized time periods qualifying for this holiday pay rate are the following:

- 1) New Year’s Eve from 1800 hrs (6:00 pm) through New Year’s Day 2400 hrs (12:00 midnight), for a total 30 hr period.
- 2) Memorial Day from midnight to midnight, for a total 24 hr period.
- 3) Independence Day from midnight to midnight, for a total 24 hr period.
- 4) Labor Day from midnight to midnight, for a total 24 hr period.
- 5) Thanksgiving Day from midnight to midnight, for a total 24 hr period.
- 6) Christmas Eve from 1800 hrs (6:00 pm) through Christmas Day 2400 hrs (12:00 midnight), for a total 30 hr period.

This benefit is subject to modification due to the adoption of Fire Department and/or Township Policy Manual(s) or separate Trustee resolution.

B) Road Department:

- |   |           |                  |
|---|-----------|------------------|
| 1) Road Superintendent:                             | full time | \$23.73 per hour |
| 2) Road Foreman:                                    | full time | \$19.34 per hour |
| 3) Grade 2:   | full time | \$14.73 per hour |
| 4) Other Grades (Temporary / Part-Time / Seasonal): |           |                  |
| a) Beginning Grade (Seasonal Part-Time):            |           | \$9.29 per hour  |
| b) Seasonal/Part-Time (Experienced):                |           | \$10.93 per hour |
| c) Seasonal/Part-Time Snowplowers / Drivers:        |           | \$13.11 per hour |

C) Annual Clothing Allowance, Sick Time Accumulation, and Overtime:

- 1) Annual clothing allowance for full time Road Employees: \$350.00 per year  
(All others at the Trustee discretion.)
- 2) Sick time accumulation factor for all full time employees: 8 hrs per 160 actual hours worked.
- 3) Overtime rate of 1.5 times regular rate is paid for the hours that an employee actually works in excess of 40 hours in a given regular work week.

- D) Zoning Department:
- 1) Zoning Inspector: (Amended via Resolution No. 07/01-16a) \$14.21 per hour
  - 2) Zoning Commission Members: (Amended via Resolution No. 07/01-16a) \$28.44 per diem  
(Includes attending JEDD and S.C. Planning Commission Meetings.)
  - 3) Board of Zoning Appeals Members: (Amended via Resolution No. 07/01-16a)  
\$28.44 per diem
- E) 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: \$16.81 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: \$13.12 per hour  
Serving all Township Departments at the discretion of the Township Administrator, in consultation with the Board of Trustees.
  - 5) Park Worker: \$10.62 per hour
  - 6) Gardener: \$10.94 per hour
  - 7) Building Maintenance Worker: \$19.68 per hour
  - 8) Policy Procedure Writer \$16.41 per hour
- F) 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.) \$28.44 per diem
  - 3) Mileage Reimbursement Rate per IRS Regulation for use of personal car on Township business (Effective January 01, 2008): \$0.485 per mile (OTA 2008)

**End of Resolution**