



9546 Brandywine Road, Northfield Center, OH 44067
Phone: (330) 467-7646 Fax: (330) 650-0815 www.northfieldcenter.com

FISCAL OFFICER
Andy LaGuardia

TRUSTEES
Russell F. Mazzola, Chair
Paul G. Buescher, Vice-Chair
Richard H. Reville, Trustee

ADMINISTRATOR
Steve Wright

NOTICE & AGENDA
NORTHFIELD CENTER TOWNSHIP
BOARD OF TRUSTEES SPECIAL/FINANCIAL CLOSE-OUT MEETING
December 19, 2019
(Draft as of December 17, 2019: Subject to change before finalized)

Please silence all electronic devices.

A Sign-in Sheet is available at the beginning of the meeting and will be attached to the official Meeting Minutes.

The Public was notified of this Meeting by Facebook, Community Focus (formerly Cable 9), Twitter, an e-mail notification forwarded to the distribution list, information placed on the website calendar, and the Park Sign.

There will be no public comments during this Special Meeting.

A. THE CHAIR CALLS THE MEETING TO ORDER AT _____ P.M.

Roll Call: Richard H. Reville _____; Paul G. Buescher _____; Russell F. Mazzola _____.

B. THE PLEDGE OF ALLEGIANCE

C. OATHS OF OFFICE FOR TRUSTEE RICH REVILLE AND FISCAL OFFICER ANDREW LAGUARDIA (To be administered by State Senator Kristina Roegner)

D. MOTIONS/RESOLUTIONS

- 1) The Chair requests Resolution No. 19/12-19___ to: Approve the 2020 Temporary Appropriations. The full Temporary Appropriations document has been attached to this agenda.**

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

- 2) The Chair requests **Resolution No. 19/12-19**__ to: Appoint Daniel Schade to a term of office as a member of the North Hills Water Board commencing 01/01/2020 and concluding on 12/31/2022.

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

- 3) The Chair requests **Resolution No. 19/12-19**__ to: Appoint Daniel Schade to a term of office as a member of the Zoning Commission commencing 01/01/2020 and concluding on 12/31/2024.

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

****Assuming passage of the above resolution, the oath of office, for the Zoning Commission appointment, will be administered to Daniel Schade at this time.***

- 4) The Chair requests **Resolution No. 19/12-19**__ to: Appoint Don Christley to a term of office as a member of the Board of Zoning Appeals, commencing 01/01/2020 and concluding on 12/31/2024.

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

- 5) The Chair requests **Resolution No. 19/12-19**__ to: Appoint Basil Lovano to a term of office as a member of the Community Focus Consortium (formerly Western Reserve Cable 9 Consortium), commencing 01/01/2020 and concluding on 12/31/2020.

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

- 6) The Chair requests **Resolution No. 19/12-19** to: Appoint Richard James to the Safety Services Committee, effective 1/1/2020, for an indefinite term.

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

- 7) The Chair requests **Resolution No. 19/12-19** to: Approve the 2020 Organizational Resolution. **The complete text of this resolution has been attached to this agenda.**

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

E. FISCAL OFFICER'S REPORTS AND COMMENTS

F. TRUSTEES' REPORTS AND COMMENTS

G. TRUSTEE _____ REQUESTS A MOTION FOR ADJOURNMENT.

_____ moves; _____ seconds.

Discussion: _____

Roll Call: Richard H. Reville ____; Paul G. Buescher ____; Russell F. Mazzola _____.

The meeting adjourned at _____ p.m.

2020 Temporary Appropriations

		2014	2015	2016	2017	2018	2019	2020
01-B-06	Equipment Purchases/Repairs	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
01-B-07	Repairs	\$3,000.00	\$3,000.00	\$3,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
01-B-08	Other	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
	TOTAL	\$17,400.00	\$17,400.00	\$17,400.00	\$31,400.00	\$31,400.00	\$31,400.00	\$31,400.00
01-D-08	Union Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LIGHTING								
01-E-01	Contracts	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$8,000.00	\$8,000.00
	TOTAL	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$8,000.00	\$8,000.00
PARK AND RECREATION								
01-F-01	Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-F-02	Improvement of Sites	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
01-F-05	Tools & Equipment	\$500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
01-F-06	Supplies	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
01-F-06A	Gas/Diesel Fuel	\$300.00	\$300.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
01-F-07	Repairs	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
01-F-08	Other Expenses	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
	TOTAL	\$5,800.00	\$6,800.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
POLICE PROTECTION								
01-G-03	Contracts	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-G-06	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ZONING								
01-J-01	Salary	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$7,000.00
01-J-01A	Salary - Withholding	\$1,500.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
01-J-02	Supplies	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
01-J-03	Other Expenses	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
01-J-03A	Postage	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
01-J-03B	Legal Expenses	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$3,000.00	\$3,000.00
01-J-03C	Advertising - Zoning Commission	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
01-J-03D	Advertising - BZA	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
	TOTAL	\$9,950.00	\$10,450.00	\$10,450.00	\$10,950.00	\$10,950.00	\$13,450.00	\$14,450.00
HIGHWAY MAINTENANCE/LEAF PROGRAM								
01-L-03	Leaf Pickup Program	\$1,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$55,000.00	\$55,000.00	\$50,000.00

2020 Temporary Appropriations

WHEELCHAIR LIFT/ADA FUND		2014	2015	2016	2017	2018	2019	2020
14-C-01	Wheelchair Lift/ADA Compliance	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	TOTAL	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
ODNR Recycle & Litter Prevention Grant								
14-B-03	Recycled Other	\$500.00	\$500.00	\$500.00	\$200.00	\$200.00	\$200.00	\$200.00
	TOTAL	\$500.00	\$500.00	\$500.00	\$200.00	\$200.00	\$200.00	\$200.00
CASH PERFORMANCE BOND (EXPENDABLE TRUST)								
17-A-01	Payouts	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
	TOTAL	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
FIRE LEVY FUND								
20-A-04	Tools and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-A-05	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-A-06	Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-A-07	Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-A-08	Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-A-08A	Auditor & Treasurers Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERMISSIVE MVL TAG FUND								
23-A-05	Per. MVL Tag/Tools & Equipment	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
23-A-06	Supplies	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
23-A-07	Repairs	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
23-A-09	Other Expenses	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
	TOTAL	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
UNCLAIMED FUNDS								
27-A-09	Unclaimed Funds	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00
	TOTAL	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00	\$3,062.00
TOTAL ALL FUNDS		\$872,387.00	\$986,737.00	\$1,406,024.00	\$1,220,387.00	\$1,670,387.00	\$1,687,787.00	\$1,463,087.00



9546 Brandywine Road, Northfield Center, OH 44067

Phone: (330) 467-7646

Fax: (330) 650-0815

www.northfieldcenter.com

FISCAL OFFICER

Andy LaGuardia

TRUSTEES

Russell F. Mazzola, Chair
Paul G. Buescher, Vice-Chair
Richard H. Reville

ADMINISTRATOR

Steve Wright

**TOWNSHIP OF NORTHFIELD CENTER
2020 ORGANIZATIONAL RESOLUTION**

County of Summit, State of Ohio

Resolution No. 20/01-06__

1. The following persons are authorized to sign checks and vouchers: Trustees Paul G. Buescher, Russell F. Mazzola, Richard H. Reville, and Fiscal Officer Andy LaGuardia.
2. One Regular Trustees meeting will be scheduled once 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.

3. APPOINTMENTS

A. ADMINISTRATION: SAFETY, ZONING, ROADS

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

B. ROADS – FULL TIME EMPLOYEES

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

C. OTHER APPOINTMENTS

Administrator:	Steve Wright
Zoning Inspector:	Donald Saunders
Township Secretary to Zoning Commission, Board of Zoning Appeals, Zoning Inspector, Board of Trustees, and Township Departments:	Judith Flauto

North Hills Water Board	Term Expiration
Basil Lovano	12/31/2020
John Campbell	12/31/2021
Daniel Shade	12/31/2022***

***A swing member will be included, once again, for the period 1/1/2022 through 12/31/2024.

Community Focus Consortium (Cable 9)	Term Expiration
Basil Lovano	12/31/2020

4. Legal Counsel
 - a. That Maznec, Raskin, and Ryder be appointed as Auxiliary Counsel, used at the discretion of the Board of Trustees; compensation to be based on an hourly rate.
 - b. 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.

5. That Russell F. Mazzola be appointed as the Northfield Center Township Representative to the Summit County Board of Health for calendar year 2020, and that he retain the right to appoint the Administrator as Alternate with voting rights.

6. That Richard H. Reville be appointed as the Northfield Center Township Representative to the Northfield Center Macedonia Cemetery Board through December 31, 2020.

7. That the hourly wage for special and/or temporary help be approved by Board of Trustees, when needed to maintain or enhance departmental operations. Building Trades: In accordance with union/state/federal regulations.

8. 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 Steve Wright. Vacation time shall not be accrued beyond the year in which it is earned and available for use. Any unused vacation time accrued by the employee for the present calendar year shall be encashed to the employee in January of the following year.

9. That Holidays for full-time employees, per O.R.C. 124.19, are eleven days per year, and should be taken "as is", unless previously approved by the Township Administrator in consultation with the Board of Trustees.

The Township holidays for 2020 are as follows:

- **New Year's Day**-Wednesday, January 1st
- **Martin Luther King, Jr. Day**-Monday, January 20th
- **President's Day**-Monday, February 17th
- **Memorial Day**-Monday, May 25th
- **Independence Day (Observed)**-Friday, July 3rd
- **Labor Day**-Monday, September 7th
- **Columbus Day**-Monday, October 12th
- **Veteran's Day**-Wednesday, November 11th
- **Thanksgiving Day**-Thursday, November 26th
- **Christmas Day**-Friday, December 25th

The eleven holidays for 2020 include one additional "floater" holiday, to be used at the employee's discretion and with supervisor approval.

10. Sick leave shall be accrued without limit and carried from year to year. Each eligible employee accrues 8 hours of sick leave per 160 hours worked. Only a portion of accrued sick leave (currently 25%) will be cashed out at retirement.
11. Beginning January 1, 2019, comp time was no longer available. In lieu of comp time, an employee may use flex time upon supervisor approval. For instance, an employee who works a twelve-hour day to meet operational need may arrive later or leave earlier on another day in that work week. In addition, Department heads, in their sole discretion, may authorize employees to participate in a flex schedule, in order to effectively align staff resources with operational need.
12. 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 Steve Wright. If a board officer (trustee or fiscal officer) elects to not participate in the coverage provided by the township, said officer is eligible for out-of-pocket premium cost reimbursement attributed to that officer for health care coverage taken outside of the Township, per ORC §505.60(D).
13. 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.
14. Resolve to establish the intent of the Board of Trustees of Northfield Center Township to perform certain road maintenance work during fiscal year 2020 by force account using Township equipment, Township personnel, and Township purchased materials.
15. That rental charges for Town Hall use be established as follows:

All residents and resident organizations: \$100.00 Refundable deposit per meeting

Trustees reserve the right to restrict certain uses of the Township Hall at their discretion. The room will not be reserved unless the required Agreement is filled out and deposit check is on file with Township Administrator or Secretary.

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

Zoning Commission	Term Expiration
Laura Filippi	12/31/22
Gregory Yakich	12/31/23
Dan Schade	12/31/24
Basil Lovano	12/31/20
John Campbell	12/31/21

Board of Zoning Appeals	Term Expiration
Richard Wolff	12/31/22
Verner Rudder	12/31/23
Don Christley	12/31/24
Diane Bielecki	12/31/20
Richard Patz	12/31/21
Marc Kaminicki, Alternate	12/31/22

17. That the following schedule of compensation be established for the Year 2020 from January 1, 2020 through December 31, 2020 which includes a general wage increase for all Township Employees, as reflected in rate of pay.

A. Road Department Wages

Position	Wage Rate
Road Superintendent: full time	\$29.86 per hour
Road Foreman: full time	\$24.33 per hour
Grade 2 Road Workers: full time	
Mark Frank	\$20.51 per hour
John Horn	\$19.54 per hour
Other Grades (Temporary / Part-Time / Seasonal):	
Beginning Grade (Seasonal Part-Time):	\$11.29 per hour
Intermediate Grade (Seasonal Part-Time)	\$12.89 per hour
Seasonal/Part-Time (Experienced):	\$16.42 per hour
Seasonal/Part-Time Snow plowers / Drivers:	\$16.42 per hour

- B. Road Department Annual Clothing Allowance, Overtime, and Emergency Call-in Pay
- Clothing Allowance \$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 are at Trustee discretion.)

- Overtime

With prior approval by a majority of the Trustees, with the exception of emergencies: Overtime rate of 1.5 times regular rate is paid for the hours that a Road Dept. employee actually works in excess of 40 hours in a given regular work week.

3. Emergency Call-in Pay/Pay for Holiday Work

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

Call in-pay shall be calculated on the following schedule:

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

Call in pay for the holidays listed in item #9 above shall be as follows:

- Overtime rate of 1.5 times regular pay for all hours worked

C. Zoning Department Wage Rates

Position	Wage Rate
Zoning Inspector: (Amended via Resolution No. 07/01-16a)	\$17.34 per hour
Zoning Commission Members: (Amended via Resolution No. 07/01-16a) (Includes attending JEDD and S.C. Planning Commission Meetings.)	\$34.59 per day
Board of Zoning Appeals Members: (Amended via Resolution No. 07/01-16a)	\$34.59 per day

D. Administration Wage Rates

1. **Trustees:** Paul G. Buescher, Richard H. Reville, and Russell F. Mazzola: 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:** \$63,705.20 per year
Job description as defined by O.R.C. Sections 505.031 and 505.032 -full time.
4. **Township Secretary:** \$17.82 per hour
Serving all Township Departments at the discretion of the Township Administrator, in consultation with the Board of Trustees.

E. Mileage Reimbursement Rate

2020 Mileage Reimbursement Rate, per IRS Regulation, for use of personal vehicle on Township business: 58 cents per mile for business miles driven.

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

19. That Police protection is provided by the Summit County Sheriff's Office per Resolution No. 17/09-05E.
20. Requestors for public records 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.
21. All appointments for employment, except where indicated, are for the calendar year. The Trustees reserve the right to change the duration of individual appointments.

Oath of Office

I, Richard H. Reville , do hereby solemnly swear (or affirm) that I shall support the Constitution of the United States and the Constitution of the State of Ohio, and that I shall faithfully, honestly, and impartially discharge the duties of Trustee for the Township of Northfield Center, Ohio, for the term ending December 31, 2023 , to which I have been elected.

Oath Administered this 19th day of December 2019.

Signature of official: _____

Signature of individual administering oath: _____

Witness: _____

Oath of Office

I, Andrew LaGuardia, do hereby solemnly swear (or affirm) that I shall support the Constitution of the United States and the Constitution of the State of Ohio, and that I shall faithfully, honestly, and impartially discharge the duties of Fiscal Officer for the Township of Northfield Center, Ohio, for the term ending March 31, 2024, to which I have been elected.

Signature of official: _____

Signature of individual administering oath: _____

Witness: _____

Oath of Office

I, Daniel Schade , do hereby solemnly swear (or affirm) that I shall support the Constitution of the United States and the Constitution of the State of Ohio, and that I shall faithfully, honestly, and impartially discharge the duties of a member of the Northfield Center Township Zoning Commission, for the term ending December 31, 2024, to which I have been appointed.

Oath Administered this 19th day of December 2019.

Signature of official: _____

Signature of individual administering oath: _____

Witness: _____