



9546 Brandywine Road, Northfield Center, OH 44067  
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**FISCAL OFFICER**  
Andy LaGuardia

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

**ADMINISTRATOR**  
Steve Wright

**NOTICE & AGENDA**  
**NORTHFIELD CENTER TOWNSHIP**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Thursday, January 23, 2020**  
***Immediately following conclusion of the Work Session, which begins at 5 pm***  
***(Draft as of January 22, 2020-Subject to change prior to meeting)***

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, Twitter, Community Focus, an e-mail Sunshine Law notice to the Meeting Notification List, information placed on the Township’s website, and the electronic sign.

**There will be no public comments during this Special Meeting.**

**A. THE CHAIR CALLS THE MEETING TO ORDER AT \_\_\_\_\_ P.M.**

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

**B. THE PLEDGE OF ALLEGIANCE:** Completed during Work Session

**C. MOTIONS/RESOLUTIONS**

- 1) The Chair requests **Resolution No. 20/01-23**\_\_ to: Approve the Northfield Center Township Social Media Policy. **The full text of the draft Policy has been attached to this agenda.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

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

- 2) The Chair requests **Resolution No. 20/01-23**\_\_ to: Approve the “Request for Proposals for Policing Services” document, as well as authorize Township Administrator Steve Wright to distribute said “Request for Proposals” to area police departments for review and proposal submission. **The “Request for Proposals for Policing Services” document is attached to this agenda.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

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

- 3) The Chair requests **Resolution No. 20/01-23**\_\_ to: Approve a transfer of \$3,000.00 from the 10-A-15F (Other Expenses) Fund to the 10-A-09A (EMS Supplies) Fund.

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

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

- 4) The Chair requests **Resolution No. 20/01-23**\_\_ to: To rescind the PO approved via Resolution No. 19/12-31A, in the amount of \$4,945, payable to Precision Site Work Excavating and Landscaping, to complete excavation and replacement of the Town Hall sanitary sewer line.

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

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

- 5) The Chair requests **Resolution No. 20/01-23**\_\_ to: Approve a purchase order, in the amount of \$5,302.00, drawn from the 01-A-26 (Other Expenses) Fund, payable to Precision Site Work Excavating and Landscaping, for completion of excavation and replacement of the sewer line, which runs from the Town Hall building to the main line on Brandywine Road. This PO replaces the one approved via Resolution No. 19/12-31A and incorporates the permit fee cost.

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

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

- 6) The Chair requests **Resolution No. 20/01-23** to: Approve a Proclamation recognizing and congratulating Leslie Srodek-Johnson, of Stan's Bakery, which is located at 9395 Olde 8 Road, in the Township, for her recent achievement in winning the Food Network Christmas Cookie Challenge, in December of 2019. **The full text of the Proclamation is attached to this Agenda.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

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

**D. FISCAL OFFICER'S REPORTS AND COMMENTS**

**E. TRUSTEES' REPORTS AND COMMENTS**

**F. TRUSTEE \_\_\_\_\_ REQUESTS A MOTION FOR ADJOURNMENT.**

\_\_\_\_\_ moves; \_\_\_\_\_ seconds.

Discussion: \_\_\_\_\_

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

The meeting adjourned at \_\_\_\_\_ p.m.

## **NORTHFIELD CENTER TOWNSHIP SOCIAL MEDIA POLICY**

The purpose of this Social Media Policy (“Policy”) is to establish guidelines and practices for the use and management of Northfield Center Township’s (“Township’s”) Social Media outlets. The Township’s use of Social Media is to augment and enhance our established print, cable TV, signage, and web communications with the public.

### **Scope of this Policy**

Elected officials for the Township, Township staff, and outside individuals or entities posting on Township-administered Social Media platforms are governed by this policy. For the purposes of this Policy, Social Media is defined as any communication that is achieved via email, blogging website, social media website, official website, text, electronic newsletter, or other similar communication channels/platforms. Regardless of the manner in which Elected Officials or staff utilize their personal accounts, neither those accounts nor any account established for a singular department, program, or agency should be construed as speaking for the entire Township.

This Policy has been created in order to protect the Board’s reputation, facilitate compliance with applicable laws and regulations, clarify roles and permissions of Social Media outreach within the Northfield Center Township organization, and empower members of the Board and Township staff to be effective advocates of Northfield Center Township by putting forth singular messages and unified, shared narrative.

### **Social Media Authority and Administration**

The Township’s elected officials, as well as the Township Administrator, have the authority to enforce this policy. Unless otherwise designated, the Township Administrator and/or his designee shall administer and update the Social Media accounts.

Any person who is not an elected official or member of the Township staff who chooses to contribute to any Social Media channel/platform is personally responsible for their contribution. The Township is specifically NOT responsible for said contribution.

Any and all statements that are to be made by Northfield Center Township via Township-administered Social Media regarding any ongoing matters of legal or social importance outside of the normal scope of Northfield Center Township business are to be made by the Elected Officials of the Township after discussion and agreement amongst the same.

### **Use of Personal Social Media by Elected Officials to Post Township-Related Business**

Township Social Media sites are subject to Ohio’s Sunshine Laws. Any content maintained in a Social Media format that is related to Township business, including lists of subscribers and posted communication, is a public record, except to the extent that such content includes information that is exempt from disclosure. Users have no expectation of privacy or confidentiality with respect to any content they post to Township social media sites. The Township shall have full rights and permission to all posted content, including digital photographs and videos.

**Elected officials or Township staff who utilize their personal Social Media accounts to post organization-related business are, likewise, creating a public record. In addition, any attempt to block social media users, from personal Social Media accounts that incorporate Township business, based on their views, may create First Amendment issues. See, for instance, Davison v Loudon County Board of Supervisors, 227 F.Supp.3d 605 (2017).**

Comments and opinions rendered by elected officials or staff on personal social media are personal and do not necessarily reflect the official position of the Township and are not affiliated with the Township and its official social media.

### **Social Media Identification/Branding**

Elected officials and designated staff are official spokespersons of Northfield Center Township. Social media accounts are an extension of the Township brand in the digital space, and the public needs to be able to quickly and accurately identify official accounts. It also needs to be clear that employees don't speak on behalf of the Township and that their personal views are their own. Social Media accounts administered by the Township should be designated as such via the following included language: "This site is administered by Northfield Center Township to enhance communication with our residents."

### **Retention Process**

All Township-administered Social Media accounts are subject to public records requests via Ohio's Sunshine Laws. As such, posts shall be retained, separate from the Social Media site itself, based on the timelines established in the current Northfield Center Township Records Retention Schedule.

### **Communication Monitoring and Removal Protocol**

Posts to Township social media sites will be monitored and reviewed. The Township Social Media sites are not meant for comments that do not relate to the purpose or topic posted. User comments should directly relate to the information posted or displayed by the Township on the site.

Comments which are found to be inflammatory, offensive, derogatory, threatening, intimidating, intending harm to any individual or organization, or posted to advertise a business are prohibited. Similarly, confidential, copyrighted, personal (PPI), HIPPA and other sensitive information must always be protected, and should not be allowed on public Social Media.

All Social Media posts that violate the terms of this policy may be subject to removal. Removed content shall be retained off-line and stored by the Township for a year. The Township may preclude access to social media to any individual who violates the terms of this policy, without notice to such individual. The Township is not liable for inappropriate or offensive comments, any comments that are prohibited as noted above, and/or the improper publication of confidential information that may be posted on Social Media.

### **Violation Consequences**

As indicated in the Communication Monitoring and Removal Protocol section above, the Board reserves the rights to remove any post and/or individual from any Social Media channel/platform if they do not comply with the guidelines outlined in this policy, in its entirety. In addition, Township staff who violate this policy, by posting prohibited content, will be subject to disciplinary action, up to and including termination.

### **Amendments to these Guidelines**

These Guidelines shall be reviewed and updated every two years (or as needed) by the Board of Trustees, beginning in January 2020, with the next review scheduled for not later than January 2022 and continuing thereafter.

**Approved and Adopted, via Resolution No. 20/01-23\_\_, on January 23, 2020.**

**REQUEST FOR PROPOSALS FOR THE PROVISION OF POLICING SERVICES  
FOR NORTHFIELD CENTER TOWNSHIP**

Northfield Center Township, with its offices located at 9546 Brandywine Rd., Northfield Center, County of Summit and State of Ohio, as duly authorized by Northfield Center Township (“NCT”), Resolution No. \_\_\_\_\_, enacted on \_\_\_\_\_ 2020, hereby submits the following Proposal For Policing Services:

1. 2021-2026: NCT requires both proactive and reactive policing, 24 hours a day, seven days a week (including the “JEDD” area in NCT), whereby service can be provided from any detachment uniform position at a fixed cost defined below in paragraph 3. NCT is requesting a three + year contract with 1 (one) 2 (two) year option with no increases for the first 2 (two) years, thereafter increased at a rate not to exceed 2% per year for years 3-5 (subject to Union Contract).
2. Average full-time worker for 40 hours work week is 2,080 hours a year. NCT is requesting 8,760 hours of patrol service time (24/7) = or 4.2 full-time/part-time deputy/Police Officer(s).
3. NCT require an additional 2,920 hours of service to cover busiest time of day (1:00 p.m. to 9:00 p.m.) 8 hours per day annually, for a revised officer/deputy count to 5.6 (i.e. 4 to 6 officers/deputies).
4. NOTE: the Ohio Patrolmen’s Benevolent Association (“OPBA”) and/or Fraternal Order of Police (“FOP”) by collective bargaining agreements have set the salaries and benefits for their members. For purposes of this request, NCT is proposing/requesting the following contract payment terms for policing services:

a. \$30.00 hourly rate of pay x 6 officers/deputies (max.) = \$374,400.00

b. Pension = 14% to 17% of gross wages (\$10,608) x 6 = \$ 63,648.00  
(-/+ dependent upon union contract)

c. Medical Insurance & BWC (\$16,000 x 6) = \$ 96,000.00  
(-/+ dependent upon union contract)

Total for 6 police officer/deputies (including pension and benefits)

**= \$ 534,048.00**

d. Radio Allowance: \$500 x 3.	= \$ 1,500.00
e. Dispatching	= \$ 55,000.00
f. Fuel (avg. \$2.50 a gallon) x 1 and 1/3 vehicles:	= \$ 15,000.00
g. Vehicle Allowance (per year)	= \$ 15,000.00
h. Administrative fees/expenses/profit:	= \$ 100,000.00

**TOTAL: \$ 720,548.00**

5. Each subsequent year's Annual Billing Statements will be calculated using the most current costs based on the latest approved Cost Schedule. \*Administrative costs include, but are not limited to, administrative services, clerical, investigative services, supervisory duties, court time, and any and all other policing services for NCT. All premiums are reconciled at year-end to reflect the actual costs. The total number of hours is also reconciled ensuring the minimum number of contractual hours were met.
  
6. Minimum services Requested to be provided to Northfield Center Township:
  - 24 hour Proactive and Reactive Policing for NCT and the JEDD
  - Administrative Support Services
  - Junk Vehicle Citation/Enforcement
  - Communications/Dispatching
  - Community Policing and Patrolling
  - Traffic Enforcement & Safety

# Boston Heights:

MAYOR Bill Goncy | [b.goncy@bostonheightsvillage.com](mailto:b.goncy@bostonheightsvillage.com)

## COUNCIL

Don Polyak, President Pro Tempore | [dpolyak@bostonheightsvillage.com](mailto:dpolyak@bostonheightsvillage.com)

Ron Antal | [ron@ronantal.com](mailto:ron@ronantal.com)

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Janet Miller | [jllmangelgrace.@yahoo.com](mailto:jllmangelgrace.@yahoo.com)

Raymond Heatwall, Police Chief | [chiefheatwall@bostonheightsvillage.com](mailto:chiefheatwall@bostonheightsvillage.com)

# CITY OF MACEDONIA

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## COUNCIL

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Jon Golden Police Chief: [jgolden@macedonia.oh.us](mailto:jgolden@macedonia.oh.us)



## **NORTHFIELD VILLAGE**

MAYOR: Jesse J. Nehez / [mayor@northfieldvillage-oh.gov](mailto:mayor@northfieldvillage-oh.gov)  
Village of Northfield  
10455 Northfield Rd  
Northfield, Ohio 44067

### **Council:**

Nicholas Magistrelli/Council President Pro-Tem  
[wardd@northfieldvillage-oh.gov](mailto:wardd@northfieldvillage-oh.gov)

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**Chief of Police John Zolgus:** [chief@northfieldvillage-oh.gov](mailto:chief@northfieldvillage-oh.gov)

## **SAGAMORE HILLS TOWNSHIP**

**John Zaccardelli, Trustee**  
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**David W. DePasquale, Trustee**  
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## **SHERIFF SUMMIT COUNTY**

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Council Member Ron Koehler District 1: [rkoehler@summitoh.net](mailto:rkoehler@summitoh.net)

Sheriff of Summit County: Steve Barry: [SBarry@sheriff.summitoh.net](mailto:SBarry@sheriff.summitoh.net)

Chief Deputy Assistant Sheriff: Brad Whitfield: [bwhitfield@sheriff.summitoh.net](mailto:bwhitfield@sheriff.summitoh.net)



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Steve Wright

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## NORTHFIELD CENTER TOWNSHIP

### Resolution 20/01-23\_\_

#### **A PROCLAMATION RECOGNIZING AND CONGRATULATING LESLIE SRODEK-JOHNSON, OF STAN'S BAKERY, FOR HER RECENT ACHIEVEMENT IN WINNING THE 2019 FOOD NETWORK CHRISTMAS COOKIE CHALLENGE**

**WHEREAS**, Stan's Bakery, which is located at 9395 Olde 8 Road, in Northfield Center Township, has been a pillar of the Township's business community and, arguably, one of the finest bakeries in the Northeast Ohio area for the last 60 years;

**WHEREAS**, Leslie Srodek-Johnson is an accomplished and exceptionally talented decorator for Stan's Bakery, as well as the granddaughter of its founder, Stan Srodek;

**WHEREAS**, Leslie was one of five bakers who, after a rigorous interview and selection process, were selected to take part in the 2019 Food Network annual Christmas Cookie Challenge; and,

**WHEREAS**, Leslie's innovative and tasty redesign of Santa's house, using only cookies and a host of unique ingredients (including tahini and avocado), ultimately led to her being selected as the winner of the 2019 Christmas Cookie Challenge.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Northfield Center Township recognize and congratulate Leslie Srodek-Johnson for her outstanding achievement in winning the 2019 Food Network Christmas Cookie Challenge and for representing Northfield Center Township, as well as the Greater Nordon Hills Area, with exceptional skill and grace.

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**Paul G. Buescher, Chair**

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**Richard H. Reville, Vice Chair**

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**Russell F. Mazzola, Trustee**