



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

**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 REGULAR MEETING**  
**Monday, July 13, 2020-Immediately following Work Session**  
*(Draft as of July 9, 2020-Subject to change)*

The public was notified of this Webex 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.

The COVID-19 relief legislation passed out of the state legislature, on March 25, 2020, included language regarding open meeting laws. For the duration of the state of emergency – or until December 1st, whichever comes first – state boards and commissions, local and county governments, and higher education boards are permitted to operate meetings electronically, as long as the public is aware and can participate electronically.

**The access information for this Special Meeting is as follows:**

**Internet Access**

Meeting link:  
<https://townadministrator.my.webex.com/townadministrator.my/j.php?MTID=mf004b7c92cff5b06199d29dd0175b71e>

Meeting Number: 163 330 4806  
Meeting Password: pUr8SrsBV37 (78787772 from phones)

**Call-In Information** (for those without a computer microphone or sufficient Internet access)

Number: 1-650-215-5226 or 1-631-267-4890  
Access code for call-in: 163 330 4806

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

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

**B. DEPARTMENT HEAD REPORTS**

1. Sheriff
2. Fire
3. Service
4. County
5. Administrator

**C. COMMITTEE REPORTS**

1. Communications
2. Parks and Recreation
3. Safety Services
4. Stormwater Management

**D. PUBLIC COMMENTS-Comments will be limited to Township residents and must relate to the items included in this Agenda**

**E. MOTIONS/RESOLUTIONS**

1) Consent Agenda

All matters under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may remove an item from the Consent Agenda by request. No second is required for removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Organizational Items:

- a) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **MVL Public Hearing** of June 15, 2020.
- b) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Special Meeting** of June 15, 2020.
- c) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Special Meeting** of June 19, 2020.
- d) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **MVL Public Hearing** of June 22, 2020.
- e) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Work Session** of June 22, 2020.
- f) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Special Meeting** of June 22, 2020.
- g) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Special Meeting** of June 24, 2020.
- h) The Chair requests a Motion to authorize the Fiscal Officer to draw June 2020 vouchers, in the amount of **\$220,756.03**, to meet current expenditures.

- i) The Chair requests a Motion to acknowledge receipt of the Bank Reconciliations for the month of June 2020, received July 1, 2020, as presented by the Fiscal Officer.

The Chair requests a Motion to approve all items on the consent agenda.

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

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

- 2) The Chair requests Resolution No. 20/07-13\_\_ to: Authorize Township Administrator Steve Wright to execute the Uniform Accounting Network (UAN) Participation Agreement, on behalf of the Township, and oversee completion and submission of Authorized User Agreement documents, for staff who will be granted access to UAN. **The full UAN Participation Agreement 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. 20/07-13\_\_ to: Authorize Township Administrator Steve Wright to distribute the Criteria Architect Request for Qualifications (RFQ) for design services leading to potential construction of a new Safety Building on the Service Lot. **The full RFQ is attached to this Agenda.**

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

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

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

- 4) The Chair requests Resolution No. 20/07-13\_\_ to: Recognize the contributions of and service to Northfield Center Township of former Trustee Edward A. Duber, who passed away on June 5, 2020. **The full text of the Resolution is attached to this Agenda.**

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

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

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

- 5) The Chair requests Resolution No. 20/07-13\_\_ to: Demonstrate Northfield Center Township’s support for a mandatory mask ordinance, in the interest of the general health and welfare, to be passed by Summit County Council, on behalf of and for the

benefit of the nine townships of the County. **The full text of the Resolution is attached to this Agenda.**

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

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

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

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

**G. TRUSTEES' REPORTS AND COMMENTS**

**H. 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.



**AUDITOR OF STATE  
UNIFORM ACCOUNTING NETWORK  
PARTICIPATION AGREEMENT**

**WHEREAS**, Ohio Revised Code Section 117.101 authorizes the Auditor of State ("AOS ") to establish and maintain a uniform and compatible computerized financial management and accounting system known as the Uniform Accounting Network (UAN), and to enter into necessary agreements with public offices for the provision of necessary goods, materials, supplies and services to such public offices; and,

**WHEREAS**, \_\_\_\_\_ Local Government, in \_\_\_\_\_ County, Ohio ("Local Government"), desires to participate in the UAN, pursuant to the terms of this Agreement and of any subsequent administrative rules adopted by AOS;

**NOW, THEREFORE**, AOS and Local Government do mutually agree as follows:

**I. GENERAL CONSTRUCTION**

AOS and Local Government recognize that the objective of the UAN is to provide public offices with efficient and economical access to data processing hardware and software as well as technical support. AOS and Local Government agree to use their best efforts to cooperate in this endeavor; and it is intended that this UAN Agreement be construed in a manner to best attain that objective. The UAN Agreement does not involve a sale of goods under Ohio law; and AOS and Local Government agree that Ohio Revised Code Chapter 1302 does not apply to this Agreement.

**II. AOS OBLIGATIONS**

**A. Generally**

All AOS obligations to Local Government concerning the UAN are represented in this Agreement and the Ohio Revised Code, and the Ohio Administrative Code. Local Government understands that while the UAN is designed to have the likely effect of reducing clerical costs related to financial management and accounting, AOS makes no representations or warranties, express or implied that reduced costs or other savings will result, or that any other improvements in performance will result. Furthermore, this Agreement does not modify or otherwise affect the duties imposed by law upon AOS or Local Government.

**B. Computer Hardware**

AOS will provide the Hardware listed in Exhibit A, attached hereto and incorporated herein (the "Hardware"), including equipment, peripherals and accessories, to execute the computer program known as "Entity Workbench." AOS will retain title to and ownership of the Hardware and provide for the maintenance of the Hardware as it

deems appropriate.

AOS reserves the right to make substitutions and modifications in the specifications of the hardware at any time during the term of the Agreement. AOS will deliver the Hardware to the Installation Site, which shall be located at the address set forth in Exhibit B, attached hereto and incorporated herein.

**C. Computer Software**

AOS will permit Local Government to use the Software and the associated documentation known as "Entity Workbench." AOS will provide copies of all Software listed in Exhibit C, attached hereto and incorporated herein, necessary for Local Government to participate in the UAN.

**D. Installation, Training and User Manuals**

AOS will install all Software necessary for Local Government to participate in the UAN. AOS will provide training as it deems appropriate and user manuals which will remain in Local Government's custody during the term of this Agreement.

**E. Audits**

To the extent AOS deems practicable, AOS will utilize data generated through use of the UAN to conduct future audits of Local Government. [Existing users are currently being audited in this manner.]

**F. Additional Assistance/ Cost**

In the event it is mutually agreed between the AOS or her representative and the legislative authority of the Local Government, that additional assistance is needed by the Local Government and/or its staff, the scope of the assistance and the associated cost shall be agreed to in writing prior to or within 30 days of the start of the provision of the assistance.

**III. LOCAL GOVERNMENT OBLIGATIONS**

Local Government obligations are represented in this Agreement as well as in any administrative rules which AOS may later adopt.

**A. Computer Hardware**

1. Local Government agrees to follow all instructions as may be from time to time communicated by AOS to the Local Government for the care, operation and maintenance of Hardware including, but not limited to, instructions on notifying AOS of any malfunction or damage to the Hardware.
2. Local Government agrees to be responsible for the cost of repairing or

replacing any Hardware which is lost or damaged due to any condition or event outside of normal and authorized use. This includes, but is not limited to, damages or loss caused by:

- a. Fire, flood, humidity, temperature, and other environmental causes;
  - b. Theft and vandalism;
  - c. The improper use of supplies, accessories, attachments, or other devices;
  - d. Unauthorized or negligent use;
3. Local Government agrees to keep all Hardware provided by AOS in a safe, hazard free environment in accordance with the Hardware manufacturer's documentation and to allow reasonable access to the Hardware by AOS and its authorized agents during normal business hours upon reasonable notice.
  4. Local Government agrees to keep all Hardware and Software provided by AOS at the authorized Installation Site specified in Exhibit B of this Agreement and will notify AOS within seven (7) days of any relocation in order to obtain reauthorization. Local Government shall affix and keep on any items provided by AOS, the bar code number identifying that the property is owned by AOS. Upon written demand of AOS or at the termination of this Agreement, Local Government agrees to pay all transportation costs for the return of the Hardware to either the Installation Site or to any other location designated by AOS.
  5. Local Government agrees that all Hardware provided by AOS to the Local Government Fiscal Officer and authorized designees of the Local Government Fiscal Officer shall be used only for the purposes of serving the needs of the Local Government to meet the requirements of the UAN.

**B. Computer Software**

1. Local Government agrees that all Software provided by AOS to the Local Government and authorized designees of the Local Government shall be used only for the purposes of serving the needs of the Local Government to meet the requirements of the UAN.
2. Local Government agrees to make only one archival copy of the Software provided by the AOS. This copy shall be made for backup purposes only. Local Government shall not otherwise copy or duplicate any Software or program documentation provided by AOS, and shall maintain adequate security measures to safeguard the Software against unauthorized access, copying or duplication. Local Government shall also ensure that its Local Government Fiscal Officer, employees and authorized designee(s) comply with such

confidentiality and non-disclosure obligations as are required. Local Government shall notify AOS within three (3) business days if it knows or has reason to know of any unauthorized access, copying, duplication or use of the whole or any part of any Software provided by AOS. Local Government agrees to be bound by the terms and conditions of any license agreement for the Software.

3. Local Government recognizes that it does not own the software provided by AOS and that it has only a right of limited use. The Local Government will not attempt to modify the Software, decompile or disassemble the object code version thereof, nor to install the Software in any other computer system. Local Government also agrees that it will keep confidential and not disclose, display, impart, divulge or otherwise reveal the contents of the Software to any third party who does not need to obtain access thereto it in the official business of the Local Government or of the State of Ohio.
4. Local Government agrees to incorporate in the Software provided by AOS all updates, enhancements and modifications issued by AOS. Local Government shall not permit anyone other than the authorized representatives of AOS to change or alter, in any way, any Software provided by AOS.
5. Local Government agrees that only Software provided by AOS will be installed on the Hardware provided by AOS. Unauthorized installation of Software will result in the Local Government being held responsible for any costs incurred in the removal of the Software or costs resulting from the unauthorized installation of Software.

**C. Reporting**

Local Government agrees that it will, as prescribed by AOS and pursuant to instructions from AOS, transmit a copy of its data to the AOS. Local Government will also provide all information AOS may from time to time request in order to permit AOS to assure the uninterrupted performance and operation of the UAN.

**D. User Agreement**

Local Government agrees that it shall require the Local Government Fiscal Officer, and any other authorized designee(s), before using any Hardware and/or Software, to execute the User Agreements in the forms shown in Exhibit D and E respectively, attached hereto and incorporated herein.

**E. Insurance**

Local Government is required to maintain adequate insurance coverage for all hardware provided by AOS. Local Government's insurance shall provide for the repair and/or replacement of hardware for events including but not limited to theft, electrical failure and acts of God.



**IV. USER FEES**

**A. Amount**

Local Government agrees to pay into the Uniform Accounting Network Fund ("UAN Fund"), on a quarterly basis, a monthly User Fee based on the Fee Schedule shown in Exhibit F, attached hereto and incorporated herein, and thereafter, at the rates and in the manner established by AOS by administrative rule. In addition to the monthly user fee, each local government participating in the Uniform Accounting Network shall also pay a monthly hardware surcharge of \$50 to cover the expense related to providing computer equipment described in Exhibit A to each participant pursuant to Exhibit F of this agreement. Local Government understands and agrees that the rates listed in the Fee Schedule shown in Exhibit F are subject to amendment at any time via administrative rule duly adopted by the Auditor of State. The initial User Fee payment will begin to accrue on the first day of the month following the completion of the classroom training provided by AOS.

**B. Frequency and Method of Payment**

Quarterly payments of User Fees will be due 30 days after receiving the quarterly invoice without the necessity of further demand for payment by AOS. All quarterly payments shall be made payable to the Treasurer of State - UAN Fund and mailed by the Local Government to:

Keith Faber  
Auditor of State  
Accounts Receivable Office  
P.O. Box 1140  
Columbus, Ohio 43216-1140

**V. TERM AND TERMINATION**

**A. Term**

This UAN Agreement is effective upon execution of this agreement and shall remain in effect until terminated as provided in this Agreement.

**B. Termination by Local Government**

Local Government may terminate this Agreement after twelve (12) months, after giving AOS ninety (90) days' written notice and by returning to AOS all Hardware and Software and other materials, as provided in Section VI.

**C. Termination by AOS**

1. AOS may terminate this Agreement without cause by giving Local Government ninety (90) days' written notice. Local Government shall upon

termination of the contract surrender to AOS within fourteen (14) days all Hardware and Software and other materials provided by AOS.

2. AOS may immediately terminate this Agreement if Local Government commits any breach of any term or provision of this Agreement that is not capable of being remedied, or in the case of a breach capable of being remedied, shall have failed to remedy the breach within thirty (30) days after the receipt of a request in writing from AOS to do so.

**D. Liability After Termination**

Following the effective date of termination, this Agreement shall be of no further force or effect except that Local Government shall remain liable for any of its obligations or liabilities arising from activities carried on by it hereunder prior to the effective date of termination of this Agreement, including, but not limited to those matters set forth in Section VII and Section VIII(E) of this Agreement.

**VI. SURRENDER OF HARDWARE AND SOFTWARE**

Upon termination of this UAN Agreement, Local Government shall immediately return to AOS, at Local Government's expense, all Hardware and Software provided by AOS, in the same condition as received, less normal wear and tear, and shall deliver to IT/UAN the Hardware and Software packed and ready for shipment to the place specified by AOS. Failure of Local Government to comply with the provisions of this clause shall permit AOS, without notice, to enter the Installation Site and remove all Software and other Materials provided by AOS under this Agreement, between the hours of 8:00 a.m. and 6:00 p.m. on any Monday through Friday.

**VII. MISCELLANEOUS**

**A. Entire Agreement; Governing Law; Amendment; Severability**

This Agreement constitutes the entire understanding between the parties concerning the subject matter of the Agreement and shall be governed by and construed in accordance with the laws of the State of Ohio. No waiver or amendment of any term or provision of this Agreement shall be effective unless made by a written instrument signed by both parties. Each term or provision of this Agreement shall be construed separately and, notwithstanding that any such provision may prove to be illegal or unenforceable, the remaining terms and provisions of this Agreement shall continue in full force and effect.

**B. Headings**

The headings to the clauses of this Agreement are for ease of reference only and shall not affect the interpretation or construction of this Agreement.

**C. Assignment**

This Agreement is personal to the Local Government, and Local Government shall not assign or otherwise transfer any of its rights or obligations hereunder, whether in whole or in part, without the prior express written consent of AOS.

**D. Legal Relationship**

Nothing in this Agreement shall render Local Government or AOS a partner, agent, representative or joint venturer of the other. AOS and Local Government shall not purport to undertake any obligation of the other, nor shall AOS be liable to Local Government for any debts, obligations or actions of Local Government.

**E. Liability**

AOS and its assigns, designees, developers or vendors shall not be liable to Local Government for any loss or damage sustained or incurred by Local Government resulting from any defect or error in the Hardware or Software, or from the use by Local Government of the Hardware or Software.\*

**F. Notice**

All demands and notices concerning termination or breach of this Agreement shall be sent in writing by certified mail, return receipt requested, addressed to the respective parties at the addresses set forth below, or to such other address as each may hereafter designate:

**To AOS:** Uniform Accounting Network  
Auditor of State  
P.O. Box 1140  
Columbus, Ohio 43216-1140

**To Local Government:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Other Documents**

Local Government agrees to execute any other documents AOS may reasonably require regarding the UAN including, but not limited to, the User Agreement and documents

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\* Moreover, the inclusion of a specific revenue source and/or expenditure in the software does not guarantee that your Local Government is authorized by law to engage in a transaction involving that specific revenue source and/or expenditure. Local Government is advised to consult its statutory legal counsel to determine whether a particular transaction is authorized by law.

relating to the Hardware and Software.

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**IN WITNESS WHEREOF**, the parties hereto, by and through their respective authorized representatives, have executed this Agreement as of and effective on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**KEITH FABER**  
**AUDITOR OF STATE**

**ENTITY GOVERNING BOARD**

By: \_\_\_\_\_

Chief of Staff,  
Office of the Auditor of State

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT A**  
**HARDWARE**

Equipment

- CPU
- Hard Drive
- CD ROM/CD RW
- Modem
- Monitor
- Speaker bar
- Keyboard
- Mouse

Peripherals

- Printer

Accessories

- Surge Protector

**EXHIBIT B**

**LOCAL GOVERNMENT INSTALLATION SITE**

Location:           \_\_ Local Government Site           \_\_ Fiscal Officer's Residence

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Installation Site Phone: (\_\_\_\_\_) \_\_\_\_\_

Contact for Site Access: \_\_\_\_\_

Phone Number(s) for Site Access: (\_\_\_\_\_) \_\_\_\_\_

Access Hours: \_\_\_\_\_

## EXHIBIT C

### ENTITY WORKBENCH SOFTWARE

1. Operating System Software
  - a. Windows XP
2. Application Software
  - a. Accounting and Budgeting System Module
  - b. Payroll System Module (optional)
  - c. Cemetery Tracking System Module
  - d. Inventory Tracking System Module
3. Office Automation Software
  - a. Microsoft Office 2007
  - b. Microsoft Works (optional)
4. Utility and Support Software
  - a. Symantec Anti-Virus
  - b. Symantec pcAnywhere
  - c. Roxio Easy CD Creator
  - d. iPass Internet Access
  - e. Outlook Express
  - f. Printscreen 2000 Software
  - g. Amyuni PDF Writer

Note - Software includes associated documentation.



**EXHIBIT D**

**LOCAL GOVERNMENT FISCAL  
OFFICER'S USER AGREEMENT**

**AUDITOR OF STATE  
UNIFORM ACCOUNTING NETWORK  
AUTHORIZED USER AGREEMENT**

I, the undersigned, hereby certify that I am the Local Government Fiscal Officer of \_\_\_\_\_, Local Government, in \_\_\_\_\_, County, Ohio ("Local Government"), and that I have been duly authorized by Local Government to use and operate the Hardware, Software and accompanying documentation (collectively, the "Computer Equipment") provided by the Auditor of State ("AOS"), to participate in the Uniform Accounting Network ("UAN"). This User Agreement is made pursuant to the attached UAN Agreement between AOS and Local Government. I agree to the following conditions concerning the care and use of the computer equipment and Software:

1. I understand that AOS owns the Hardware and that it has been provided to Local Government solely for participation in the UAN. I agree to follow all instructions issued by AOS for the care and maintenance of the Computer Equipment and to use it only for the official business of the Local Government. If the Computer Equipment is to be located in my home, I also agree to allow authorized agents of AOS and the Local Government to have reasonable access to it. I understand that if it becomes necessary to repair or to remove the Computer Equipment, I may be required to allow access to the Computer Equipment during regular business hours after I have received reasonable notice.
2. I agree to be personally responsible for the care and custody of the Computer Equipment which has been entrusted to my care. I understand that I will be subject to liability if I copy the Software and accompanying documentation or allow others to do so. I will allow only those persons duly authorized by Local Government or AOS to use the Computer Equipment provided by AOS.
3. I acknowledge that under the UAN Agreement, I am prohibited from changing, in any respect, the Computer Equipment provided by AOS.
4. I understand that the UAN is a voluntary cooperative venture between Local Government and AOS, for the benefit of the people of Local Government and the State of Ohio. I agree to learn all of the UAN procedures to the best of my ability, to take full advantage of the training provided by AOS, and to ask for help when necessary. I understand and agree that it is my responsibility to undertake the necessary training to become knowledgeable of all UAN procedures in order to properly operate the Computer Equipment.

5. I agree that, upon demand of either Local Government or AOS, I will make available all Computer Equipment provided by Local Government and AOS which is in my custody as well as any Software, documents and records which have been produced as a result of my work on the Computer Equipment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

**EXHIBIT E**

**LOCAL GOVERNMENT FISCAL  
OFFICER'S AUTHORIZED  
DESIGNEE USER AGREEMENT**

**AUDITOR OF STATE  
UNIFORM ACCOUNTING NETWORK  
AUTHORIZED USER AGREEMENT**

I, the undersigned, hereby certify that I am an authorized designee of the Local Government Fiscal Officer of \_\_\_\_\_ Local Government, in \_\_\_\_\_, County, Ohio ("Local Government"), and that I have been duly authorized by Local Government to use and operate the Hardware, Software and accompanying documentation (collectively, the "Computer Equipment") provided by the Auditor of State ("AOS"), to participate in the Uniform Accounting Network ("UAN"). This User Agreement is made pursuant to the attached UAN Agreement between AOS and Local Government. I agree to the following conditions concerning the care and use of the computer equipment and Software:

1. I understand that AOS owns the Hardware and that it has been provided to Local Government solely for participation in the UAN. I agree to follow all instructions issued by AOS for the care and maintenance of the Computer Equipment and to use it only for the official business of the Local Government. If the Computer Equipment is to be located in my home, I also agree to allow authorized agents of AOS and the Local Government to have reasonable access to it. I understand that if it becomes necessary to repair or to remove the Computer Equipment, I may be required to allow access to the Computer Equipment during regular business hours after I have received reasonable notice.
2. I agree to be personally responsible for the care and custody of the Computer Equipment which has been entrusted to my care. I understand that I will be subject to liability if I copy the Software and accompanying documentation or allow others to do so. I will allow only those persons duly authorized by Local Government or AOS to use the Computer Equipment provided by AOS.
3. I acknowledge that under the UAN Agreement, I am prohibited from changing, in any respect, the Computer Equipment provided by AOS.
4. I understand that the UAN is a voluntary cooperative venture between Local Government and AOS, for the benefit of the people of Local Government and the State of Ohio. I agree to learn all of the UAN procedures to the best of my ability, to take full advantage of the training provided by AOS, and to ask for help when necessary. I understand and agree that it is my responsibility to undertake the necessary training to become knowledgeable of all UAN procedures in order to properly operate the

Computer Equipment.

5. I agree that, upon demand of either Local Government or AOS, I will make available all Computer Equipment provided by Local Government and AOS which is in my custody as well as any Software, documents and records which have been produced as a result of my work on the Computer Equipment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

**EXHIBIT F**  
**FEE SCHEDULE**

Total Resources		Monthly Fee
\$ 0	to \$50,000	\$ 8
\$50,001	to \$100,000	\$ 18
\$100,001	to \$150,000	\$ 30
\$150,001	to \$200,000	\$ 37
\$200,001	to \$250,000	\$ 44
\$250,001	to \$300,000	\$ 51
\$300,001	to \$350,000	\$ 62
\$350,001	to \$400,000	\$ 72
\$400,001	to \$450,000	\$ 83
\$450,001	to \$500,000	\$ 95
\$500,001	to \$600,000	\$105
\$600,001	to \$750,000	\$135
\$750,001	to \$1,000,000	\$165
\$1,000,001	to \$2,500,000	\$215
\$2,500,001	to \$5,000,000	\$255
\$5,000,001	to \$7,500,000	\$280
\$7,500,001	to \$10,000,000	\$300
\$10,000,001	or MORE	\$325

UAN fees are calculated on total resources. "Total Resources" means the sum from the prior year, for all funds other than agency funds, of the unencumbered beginning of the year cash balances plus the total amount of all receipts and other financing sources except interfund advances, transfers, and the proceeds from the sale of bonds, notes and other debt. The auditor of state may exclude other funds or funding sources from the calculation of total resources. The total resources will be calculated by the office of the auditor of state for billing purposes.

In addition to the monthly fees, each local government participating in the Uniform Accounting Network shall also pay a monthly hardware surcharge of \$50 to cover the expense related to providing computer equipment to each participant.

For any local government office that participates in the Uniform Accounting Network but has not been in existence for at least one full calendar year, the monthly fee shall be based on a reasonable projection of the total resources as determined by the local government and the office of the auditor of state.

(Note: These fees are subject to amendment at any time via administrative rule duly adopted by the Auditor of State.)



## **REQUEST FOR QUALIFICATIONS FOR CRITERIA ARCHITECTURAL/ENGINEERING SERVICES**

Northfield Center Township  
9546 Brandywine Road  
Northfield Center, Ohio 44067

Issued: July 13, 2020

## **INTRODUCTION:**

Northfield Center Township (the “Township”) is requesting qualifications from qualified individuals or firms to provide full Architect Services as a “Criteria Architect” for the Township’s Safety Building/Fire Station/Potential Administrative Offices.

Northfield Center Township is located in the northern half of Summit County and is bounded on the west by Sagamore Township, on the north by Northfield Village, on the east by the City of Macedonia, and on the south by the Village of Boston Heights and Boston Township. The Township is committed to preserving the bucolic nature of its community, while providing its residents with access to attractive amenities.

The Safety Building will be constructed on township-owned property at 8484 Olde 8 Road.

Interested individuals or firms should submit three (3) copies of the requested information and qualifications to:

Steve Wright, Township Administrator  
9546 Brandywine Road  
Northfield Center, OH 44067

**no later than 12:00 p.m. noon on \_\_\_\_\_.**

Further questions about the Project may be directed to Steve Wright by telephone at (330) 467-7646, between the hours of 8:00 am and 4:00 pm.

## **SERVICES REQUIRED**

The Township is highly motivated and desirous of replacing the current Safety Building, which has fallen into considerable disrepair, located at 60 West Aurora Road. The parcel Id Number is 40-01505. The current structure sits on .39 acres. The parcel on which the Safety Building is desired to be constructed is 40-00089, which encompasses 4.26 acres and contains the current Service Department Garage and cold storage facility. The Service Department staff are currently completing grading work to prepare the eastern portion of the parcel for the proposed building.

It is the expectation of the Criteria Architect to review the site to design a building that complements the residential area utilizing the designated portion of the lot for the best use and efficiency. The approximate building size is 120-feet x 100-feet with a full complement of offices, a recreation area, a common area with kitchen equipment, two bays, and sleeping quarters. We are, also, considering adding office space for Township administrative staff (which would expand the footprint by roughly 1,000 square feet). Finally, we are intending to do a pre-engineered building.

**The project will utilize a Design Build project delivery method. Prevailing wage requirements would not apply to this project. The estimate of probable cost is between \$600,000 and \$800,000 dollars.**

The anticipated schedule is aggressive due to the Township's need to provide public services to the Township and our recognized need to abandon and, potentially, demolish the current aging and substandard facility.

The Trustees are highly motivated to move forward with the initial design once the Criteria Architect has been selected (date TBD). Further, the Trustees plan to work with the Criteria Architect to solicit and select a Design-Build Team as soon as possible. Other considerations for the Criteria Architect:

- Even though there are no preconceived notions regarding the design and placement of the Safety Building, the Criteria Architect should know that specific needs will be discussed at the initial design meeting.
- Even though the facility will be set back and, hence, not viewable from the street, the design should complement the surrounding residential community in the most non-offensive manner.

## **QUALIFICATIONS**

Statements of qualifications should include the following:

1. The name of the Registered Architect, who will take the lead in performing the anticipated services. The Registered Architect or any other proposed personnel shall not be changed during the project except with the written consent of the Township.
2. Information regarding the firm's history.
3. Education, technical training, and experience of owners and key personnel.
4. The name and CV of each team member.
5. The firm's experience with new office building projects.
6. The firm's experience on substantially similar projects in Ohio.
7. Ability of the firm to complete the Project on the time-lined proposed, including availability of the Firms' staff and other equipment and resources to achieve completion of the Project on the time-line proposed:
8. The firm's equipment and facilities.
9. Past performance as reflected in evaluations of previous and current clients with respect to the factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of three (3) relevant projects, which the firm has been involved with during the past five years.

These projects should be the firm's most recent projects. The following information should be included for each project:

- a. Project owner, name of project and location;
- b. Brief description and picture of the project;
- c. Year completed or anticipated completion date;
- d. Construction cost;
- e. Other relevant information about the project and the firm's services;
- f. Reference contact person and phone number.



10. The firm's past experience with the Township, if any.
11. The ability of the individuals identified by the firm who will be responsible for the coordination and communication with the Township during the project.

The Township Trustees will review the qualifications received and may invite firms to meet with the Trustees to review the information submitted. The Township reserves the right to negotiate the price for services to be provided with any firm or individual selected.

However, the Township will not entertain changes to the terms of the agreement, including, but not limited to, limitation of liability clauses. It is the Township's intention to select the firm it determines is best capable of providing Architect services for the Project at a reasonable cost.

Notwithstanding such present intention, the Township reserves the right at any time prior to entering into the formal contract and for any reason to suspend or terminate the Project. In the event of such a suspension or termination, the Township shall have no obligation or liability to any of the firms preparing or submitting qualifications under the Request for Qualifications.

The Township furthermore reserves the right to reject any and all of the qualifications submitted in response to this Request for Qualifications. This process shall not impose any obligation or liability on the Township until such time as an authorized representative of the Township formally executes a final agreement with the Architect.

All firms and individuals submitting information to the Township will be notified of the Township's decision.



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

**FISCAL OFFICER**  
Andy LaGuardia

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

**ADMINISTRATOR**  
Steve Wright

**NORTHFIELD CENTER TOWNSHIP**

**Resolution 20/07-13\_\_**

**A RESOLUTION RECOGNIZING THE LIFE AND CONSIDERABLE SERVICE TO NORTHFIELD CENTER TOWNSHIP OF FORMER TRUSTEE EDWARD A. DUBER**

**WHEREAS**, Edward A. Duber, Jr., a resident of North Canton, passed away in the comfort of his own home, after a short illness, on June 5, 2020;

**WHEREAS**, Ed Duber served in the United States Navy on the USS Saratoga (CV-3) aircraft carrier in the Fighter Squadron Thirty-One, where his lifelong love of planes originated;

**WHEREAS**, Ed Duber held his private pilot license for nearly 50 years and was owner and president of Aircraft Acquisitions, during which time he logged over 16,000 hours of flying time and sold approximately 1,800 airplanes;

**WHEREAS**, Ed Duber was strong in his faith and was a member of Queen of Heaven Catholic Church in Uniontown, OH;

**WHEREAS**, Ed Duber was a dedicated member of the Eagles; and,

**WHEREAS**, Ed Duber served the Northfield Center Township community as a trustee for twenty (20) years.

**NOW THEREFORE**, be it resolved that the Board of Trustees of Northfield Center Township recognize the life and considerable service of Trustee Edward A. Duber.

**Resolved: July 13, 2020**

**Paul G. Buescher**

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**Paul Buescher, Chair**

**Richard H. Reville**

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**Rich Reville, Vice Chair**

**Russell F. Mazzola**

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**Russell Mazzola, Trustee**

**I hereby Certify that the above is a true and correct transcript of the Resolution as adopted by the Board of Trustees of Northfield Center Township, Summit County, Ohio, on the 13<sup>th</sup> day of July 2020.**

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**Andy LaGuardia, Fiscal Officer**



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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

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**NORTHFIELD CENTER TOWNSHIP**

**Resolution 20/07-13\_\_**

**A RESOLUTION SUPPORTING THE PASSAGE, BY SUMMIT COUNTY COUNCIL, OF AN ORDINANCE TO UPHOLD THE CENTERS FOR DISEASE CONTROL (CDC) RECOMMENDATIONS REGARDING FACE COVERING, TO BE APPLICABLE AND ENFORCEABLE IN THE NINE TOWNSHIPS OF SUMMIT COUNTY.**

**WHEREAS**, the Centers for Disease Control and Prevention (“CDC”) recommends that people wear cloth face coverings in public settings when around people outside their household, particularly when other social distancing measures are difficult to maintain;

**WHEREAS**, cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others;

**WHEREAS**, the State of Ohio has designated Summit County as a Risk Level 2 Public Health Emergency area;

**WHEREAS**, cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings;

**WHEREAS**, cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance, or will experience difficulty, due to developmental and/or sensory issues, with mask use; and,

**WHEREAS**, the limitations placed on legislative authority for townships in the State of Ohio require that Summit County Council pass an ordinance on behalf of the Township for the CDC’s recommendations for face covering to become mandatory.

**NOW THEREFORE**, be it resolved that the Board of Trustees of Northfield Center Township offer their support to the prospective passage of an ordinance, by Summit County Council, or by declaration of the Summit County Board of Health, mandating the CDC’s recommendations for face

covering in indoor public settings within the Township, as well as outdoors only when other social distancing measures are difficult to maintain.

**Resolved: July 13, 2020**

**Paul G. Buescher**

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**Paul Buescher, Chair**

**Richard H. Reville**

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**Rich Reville, Vice Chair**

**Russell F. Mazzola**

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**Russell Mazzola, Trustee**

**I hereby Certify that the above is a true and correct transcript of the Resolution as adopted by the Board of Trustees of Northfield Center Township, Summit County, Ohio, on the 13<sup>th</sup> day of July 2020.**

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**Andy LaGuardia, Fiscal Officer**