



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

FISCAL OFFICER
Andy LaGuardia

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

ADMINISTRATOR
Steve Wright

NOTICE & AGENDA
NORTHFIELD CENTER TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
Monday, October 5, 2020-Immediately following Work Session
(Draft as of October 1, 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 Regular Meeting is as follows:

Internet Access

Meeting link:
<https://townadministrator.my.webex.com/townadministrator.my/j.php?MTID=me47087ec4558a72c7191399e6cba7d00>
Meeting Number: 163 328 3572
Meeting Password: 32PXtJg9rpa (32798549 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: 163 328 3572

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

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

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 **Trustee Work Session** of September 8, 2020.
- b) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Regular Meeting** of September 8, 2020.
- c) The Chair requests a Motion to approve and/or dispense with the reading of the minutes of the **Trustee Special Meeting** of September 21, 2020.
- d) The Chair requests a Motion to authorize the Fiscal Officer to draw September 2020 vouchers, in the amount of **\$546,058.60**, to meet current expenditures.
- e) The Chair requests a Motion to acknowledge receipt of the Bank Reconciliations for the month of September 2020, received October 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: Paul G. Buescher ____; Russell F. Mazzola ____; Richard H. Reville ____.

- 2) The Chair requests **Resolution No. 20/10-05**__ to: Authorize Township Administrator Steve Wright to submit the current Township Policy Manual/Employee Handbook to Attorney Todd Raskin’s office, for the purposes of obtaining a quote for review and enhancement/updating of the same.

_____ moves; _____ seconds.

Discussion: _____

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

- 3) The Chair requests **Resolution No. 20/10-05**__ to: Approve a contract with Kimble Recycling & Disposal, Inc., for the provision of residential refuse and recycling collection services for the period of December 1, 2020 through November 30, 2025. **The full bid document is attached to the Work Session Agenda.**

_____ moves; _____ seconds.

Discussion: _____

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

- 4) The Chair requests **Resolution No. 20/10-05**__ to: Approve and establish a PO for payment of premium for the 2020-2021 OTARMA Liability Insurance renewal, with a total contribution rate of \$41,004.

*Please note: The contribution rate will be offset by a dividend distribution of \$2,524.43. Said dividend distribution will bring the renewal premium rate below that for 2019-2020 (\$39,405). **The OTARMA Renewal Packet is attached to this Agenda.***

_____ moves; _____ seconds.

Discussion: _____

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

- 5) The Chair requests **Resolution No. 20/10-05**__ to: Approve the encashment of 33.70 hours of earned and unused vacation leave for Township Administrator Steve Wright. The total encashment will be \$1,032.91.

_____ moves; _____ seconds.

Discussion: _____

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

- 6) The Chair requests **Resolution No. 20/10-05** to: Approve the revised Township Cell Phone Policy, dated 09/23/2020, which replaces the “Cell Phone, Pager, and Desk Phone Policy” created via Resolution No. 09/08-19F. The new Policy will take effect on January 1, 2021. **The proposed policy document is attached to this Agenda.**

_____ moves; _____ seconds.

Discussion: _____

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

- 7) The Chair requests **Resolution No. 20/10-05** to: Authorize Township Administrator Steve Wright and/or Service Director Rick Youel to submit an application for an OPWC LTIP Grant for the proposed Bayberry Drive Reconstruction Project.

_____ moves; _____ seconds.

Discussion: _____

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

F. FISCAL OFFICER'S REPORTS AND COMMENTS

G. TRUSTEES' REPORTS AND COMMENTS

H. TRUSTEE _____ REQUESTS A MOTION FOR ADJOURNMENT.

_____ moves; _____ seconds.

Discussion: _____

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

The meeting adjourned at _____ p.m.



OHIO TOWNSHIP ASSOCIATION RISK MANAGEMENT AUTHORITY
Service Center
315 S. Kalamazoo Mall
Kalamazoo, MI 49007-4806

INVOICE

Date: 9/17/2020

Northfield Center Township, Summit County
9546 Brandywine Road
Northfield Center, OH 44067-2408



Effective Date	Description	Amount
10/25/2020	2020-2021 Anniversary Contribution	\$41,004

Please check the appropriate box for any options you would like to purchase and write the additional amount in the space provided to calculate your new invoice balance.

Increased Liability Limits to \$7,000,000	\$1,025	<input type="checkbox"/> _____
Increased Liability Limits to \$8,000,000	\$1,990	<input type="checkbox"/> _____
Increased Liability Limits to \$9,000,000	\$2,955	<input type="checkbox"/> _____

INVOICE BALANCE \$ _____

Payment due upon receipt.

OTARMA Announces 1.2 Million Dollar Distribution in 2020

Dear OTARMA Member,

The OTARMA Board of Directors is pleased to announce that OTARMA will distribute excess reserve funds to all of its members. In 2020, the total distribution amount is *1.2 million dollars!*

Because of conservative investment strategies, an active loss control program, and positive claims experience, the reserve fund that OTARMA must maintain to pay unexpected claims has grown over the years. After consultation with OTARMA's service providers, the OTARMA Board of Directors elected to use a small portion of the reserve fund to distribute a dividend to OTARMA's loyal member townships.

Your Township's portion of the distribution is shown below. In 30-60 days following your OTARMA renewal, a check for this amount will be mailed to you.



Ohio Township Association Risk Management Authority
6500 Taylor Road
Blacklick, OH 43004

Date: 10/25/2019

Memo: **2020 Capital Distribution**

Member Number: 000986

Pay to the order of: Northfield Center Township, Summit County

Amount: \$2,524.43

Providing coverage to Ohio Townships for over 30 years is a milestone we are extremely proud of. Since OTARMA's inception in 1987, rates have not increased, which is a reflection of the program's long-term stability.

It is your commitment and loyalty that has helped OTARMA become the premier property and liability program in Ohio – the *only* program endorsed by the Ohio Township Association.

Thank YOU for your continued support!

OTARMA Service Center • 315 S. Kalamazoo Mall • Kalamazoo, MI 49007
Telephone: 1-888-748-7966 x3136 • Fax: 1-269-276-4095
www.OTARMA.org



Anniversary Information Acknowledgement

The undersigned representative of the Northfield Center Township, Summit County acknowledges that he/she:

- Reviewed the information provided on all Ohio Township Association Risk Management Authority applications and all applicable supplemental applications.
- Reviewed all applicable property and vehicle schedules.
- Confirms, to the best of his/her knowledge, that all information provided is complete and accurate.
- Reviewed the optional coverage(s) offered by the Ohio Township Association Risk Management Authority for increased limits. After consideration of the coverage(s) offered and the contribution for same, Northfield Center Township, Summit County has elected
 - Waive any and all coverage(s) and any applicable contribution charges. Northfield Center Township, Summit County understands that to add increased limits coverage in the future, it will be subject to Ohio Township Association Risk Management Authority's approval and underwriting guidelines at the time of the request and that such request must be made in writing. In addition, Northfield Center Township, Summit County will not hold the Ohio Township Association Risk Management Authority responsible for this decision to waive optional coverage(s).
 - Accept the increased limits: _____
(Limit of Liability Accepted)

Executed on the _____ day of _____, in the year _____, by the undersigned duly authorized officer of the Governmental Subdivision Northfield Center Township, Summit County indicated below:

By: _____

Title: _____

Member: Northfield Center Township, Summit County

Member Number: 0986

Anniversary Date: 10/25/2020



OHIO TOWNSHIP ASSOCIATION RISK MANAGEMENT
AUTHORITY
Service Center
315 S. Kalamazoo Mall
Kalamazoo, MI 49007-4806



September 17, 2020

Northfield Center Township, Summit County
9546 Brandywine Road
Northfield Center, OH 44067-2408

Dear Member:

I've enclosed your anniversary coverage outline and contribution invoice. To continue your membership and coverage, please return the following items in the enclosed envelope, by or prior to your anniversary date of **10/25/2020**:

- Anniversary payment
- Original signed Anniversary Information Acknowledgement form
- Any schedule changes on a separate sheet of paper (required for endorsement)

Once all of the above information has been received, your anniversary agreement will be issued and mailed to you. If you have any questions, please contact your local OTARMA representative, or call me at 1.888.748.7966, ext. 3136.

As always, it is our pleasure serving you. Thank you for your loyalty to OTARMA. Together, we will continue to lead the way for Ohio Townships.

Sincerely,

Wendy French
Customer Service Representative

wf/enclosures



Schedule of Covered Vehicles

**Northfield Center Township,
Summit County**

Effective Date: 10/25/2020
Printed on: 09/17/2020

#	Year	Make	Model	VIN	Type	Value	Valuation Comp	Ded	Coll	Ded
1	1992	Trailer	Flatbed Trailer	S#0062	Trailers	6,300	ACV	Y	Y	\$500
2	1993	Trailer	Trailex Trailer	S#0001	Trailers	1,500	ACV	Y	Y	\$500
3	1996	Ford	Pickup	S#4043	Passenger Car/Vans/Pickups	20,000	ACV	Y	Y	\$500
4	2006	Ford	Pick Up Truck	S#2369	Passenger Car/Vans/Pickups	24,500	ACV	Y	Y	\$500
5	1979	Ford	Tanker (Road Dept.)	S#5672	Lt. Med Trucks	25,000	ACV	Y	Y	\$500
6	1991	International	Dump Truck	S#8634	Dump Trucks	50,000	ACV	Y	Y	\$500
7	1996	International	Dump Truck	S#8220	Dump Trucks	45,000	ACV	Y	Y	\$500
8	2009	International	7400 Dump Truck	S#1838	Dump Trucks	124,839	ACV	Y	Y	\$500
9	2002	Ford	F350 SD Crew Cab Pick Up (Road)	S#3833	Passenger Car/Vans/Pickups	20,000	ACV	Y	Y	\$500
10	2016	Ford	F650 Dump Truck w/ Accessories	S#3591	Dump Trucks	76,972	ACV	Y	Y	\$500
11	1957	Miscellaneous	Persch Antique Fire Truck	S#2328	Fire Trucks		Liability Only	N	N	



Schedule of Covered Vehicles

**Northfield Center Township,
Summit County**

Effective Date: 10/25/2020
Printed on: 09/17/2020

12	1999	International	Ambulance ALS	S#1186	Ambulances	10,000	SA	Y	\$250	Y	\$500
13	2007	Chevrolet	First Responder	S#3775	Fire Trucks	22,000	SA	Y	\$250	Y	\$500
14	2008	Ford	Ambulance ALS	S#5223	Ambulances	140,000	SA	Y	\$250	Y	\$500
15	2010	Sutphen	Pumper LDH	S#3089	Fire Trucks	426,300	RC	Y	\$250	Y	\$500
16	2015	Ford	Escape Fire Car	S#3386	Passenger Car/Vans/Pickups	15,000	ACV	Y	\$250	Y	\$500
17	2003	Trailer	Butler TS612D Tilt Bed Trailer	S#6145	Trailers	1,900	ACV	Y	\$250	Y	\$500
18	2017	Horton	623-ICT Ambulance	S#6320	Ambulances	349,125	RC	Y	\$250	Y	\$500
19	2019	Ford	F750 Dump Truck	S#5030	Dump Trucks	91,735	ACV	Y	\$250	Y	\$500

Total Location Vehicle Value: 1,450,171

Total ACV Value: 502,746 **Total RC Value:** 775,425 **Total SA Value:** 172,000 **Grand Total Vehicle Value:** 1,450,171



Additional Property Statement of Values

Northfield Center Township, Summit
County

Effective Date: 10/25/2020
Printed on: 09/17/2020

Location Information N/A

Line	Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1	Miscellaneous Property Scheduled	2015 Crafcro Super Shot 125 Diesel Melter	S#8229	\$41,691	RC	\$250
2	Miscellaneous Property Scheduled	Lite Shield 20 Trench Box		\$3,800	RC	\$250
3	Miscellaneous Property Scheduled	Buyers SnowDogg Plow MD75 w/Pump	S#4574	\$3,900	RC	\$250
4	Miscellaneous Property Scheduled	4 Myers Snow Plows		\$6,400	RC	\$250
5	Miscellaneous Property Scheduled	2001 Chipper Vermeer		\$23,000	RC	\$250
6	Miscellaneous Property Scheduled	7 1/2' Plow with Pump		\$6,000	RC	\$250
7	Miscellaneous Property Scheduled	Tiger Cat Mower w/Bagger	S#1029, S#0281	\$9,302	RC	\$250
8	Miscellaneous Property Scheduled	Swenson Spreader	S#3581	\$5,000	RC	\$250
9	Miscellaneous Property Scheduled	2007 Volvo Excavator		\$59,425	RC	\$250
10	Miscellaneous Property Scheduled	10' Myer Plow with Pump		\$6,000	RC	\$250
11	Miscellaneous Property Scheduled	Boss 10' Steel Plow w/Hydraulic Pump	S#5091	\$6,195	RC	\$250
12	Miscellaneous Property Scheduled	Kohler Emergency Generator	S#2504	\$11,330	RC	\$250
13	Miscellaneous Property Scheduled	3 E-Z Salt Spreaders		\$4,800	RC	\$250
14	Miscellaneous Property Scheduled	Gantry 3 Ton Crane		\$8,400	RC	\$250
15	Miscellaneous Property Scheduled	Gledhill Plow	S#1370	\$8,000	RC	\$250
16	Miscellaneous Property Scheduled	Plow (for 2019 Ford F750)		\$6,450	RC	\$250
17	EDP - Software	Software-Limit per occurrence, \$3,500 maximum limit per any one item		\$15,000	RC	\$250
18	Miscellaneous Property Scheduled	MSA Thermal Imager w/Charger		\$16,000	RC	\$250
19	Miscellaneous Property Scheduled	2014 Case 321F Compact Wheel Loader	S#0257	\$70,312	RC	\$250



Additional Property Statement of Values

Northfield Center Township, Summit
County

Effective Date: 10/25/2020
Printed on: 09/17/2020

Location Information N/A

Line	Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
20	Miscellaneous Property Scheduled	2006 Mercury Rescue Boat/Raft w/Trailex Trailer & 2 Mercury Engines	S#F313 S#0002 S#7755 S#4793	\$8,000	RC	\$250
21	Miscellaneous Property Scheduled	Unscheduled Miscellaneous Fire Dept. Property-Limit per occurrence, \$5,000 maximum limit per any one item		\$30,000	RC	\$250
22	Miscellaneous Property Unscheduled	Unscheduled Miscellaneous Property- Limit per occurrence, \$5,000 maximum limit per any one item		\$43,516	RC	\$250
23	Miscellaneous Property Scheduled	2000 Bobcat		\$23,195	RC	\$250
24	EDP - Hardware	Blanket EDP Equipment-Limit per occurrence, \$3,500 maximum limit per any one item		\$20,000	RC	\$250
25	Miscellaneous Property Scheduled	Bobcat Hydraulic Sweeper 72" w/Gutter Brush		\$3,640	RC	\$250
26	Miscellaneous Property Scheduled	2012 Bobcat E42 US Excavator	S#2737	\$44,707	RC	\$250

Total EDP - Hardware	\$20,000
Total EDP - Software	\$15,000
Total Miscellaneous Property Scheduled	\$405,547
Total Miscellaneous Property Unscheduled	\$43,516
Total Location Additional Property Scheduled Value	\$484,063

Grand Total EDP - Hardware	\$20,000
Grand Total EDP - Software	\$15,000
Grand Total Miscellaneous Property Scheduled	\$405,547
Grand Total Miscellaneous Property Unscheduled	\$43,516
Grand Total Additional Property Scheduled Value	\$484,063



Statement of Values

Northfield Center Township, Summit
County

Effective Date: 10/25/2020

Printed on: 09/17/2020

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit																								
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1 - 1 60 West Aurora Road Northfield, OH 440672408 Fire Station, Flagpole, Signage & Generator																																			
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2 - 1 9546 Brandywine Northfield, OH 44067 Townhall, Flagpoles & Benches																																			
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Statement of Values

Northfield Center Township, Summit
County

Effective Date: 10/25/2020

Printed on: 09/17/2020

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
3 - 1 82 West Aurora Northfield, OH 44067 Storage	1600	1		1988		1	6	Y	N	N	Y
	Value					Valuation					Deductible
Building	\$72,600					RC					\$250
Personal Property	\$500										\$250
Total Location TIV	\$73,100										
3 - 2 82 West Aurora Northfield, OH 44067 Salt Storage	600	1		1988		1	6	Y	N	N	Y
	Value					Valuation					Deductible
Building	\$27,339					RC					\$250
Total Location TIV	\$27,339										
4 - 1 8484 Olde 8 Northfield, OH 44067 Garage, Fencing & Bollards	5376	1		2002		3	6	Y	N	N	Y
	Value					Valuation					Deductible
Building	\$367,800					RC					\$250
Personal Property	\$25,000										\$250
Total Location TIV	\$392,800										



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Northfield Center Township, Summit
County

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Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
4 - 2 8484 Olde 8 Northfield, OH 44067 Storage	1925	1		2002		1	6	Y	N	N	Y
	Value					Valuation					Deductible
Building	\$99,900					RC					\$250
Personal Property	\$1,000										\$250
Total Location TIV	\$100,900										
4 - 3 8484 Olde 8 Northfield, OH 44067 Salt Storage	2860	1		2002		3	6	Y	N	N	Y
	Value					Valuation					Deductible
Building	\$71,500					RC					\$250
Total Location TIV	\$71,500										
5 - 11 NE Corner of S.R. 82 and Olde Eight Road Northfield, OH 44067 Digital Sign	0	0				1	6	Y	N	N	Y
	Value					Valuation					Deductible
Building	\$18,937					RC					\$250
Total Location TIV	\$18,937										
						Total Blanket TIV					\$3,232,976
						Building					\$3,066,476
						Personal Property					\$166,500
						EDP - Hardware					\$20,000
						EDP - Software					\$15,000
						Miscellaneous Property Scheduled					\$405,547
						Miscellaneous Property Unscheduled					\$43,516



Statement of Values

Northfield Center Township, Summit
County

Effective Date: 10/25/2020

Printed on: 09/17/2020

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit	
Total TIV											\$3,717,039	



Organizational Policies and Procedures

Cell Phone and Tablet/Data Device Policy

Please note: This Policy replaces the "Cell Phone, Pager, and Desk Phone Policy" created via Resolution No. 09/08-19F.

Purpose: To establish a policy for the use of personal cell phones for Township business and the provision of Township-owned cell phones and tablet devices for use by the contracted Fire/EMS Services provider.

Statement of Policy: Northfield Center Township, effective on January 1, 2021, in the interest of fiscal efficiency and reflective of the current state of cell phone plans, will no longer provide cell phones and/or tablet devices for the general undertaking of Township business. Nonetheless, the Township shall continue to provide two cell phones and two tablet devices intended solely for use by the Fire/EMS Services provider within the Township-owned ambulances. Use of personal cell phones by designated Township officials and staff will, nevertheless, continue to be reimbursed, as provided in this policy.

Cell Phones for Township Business

As of January 1, 2021, the Township will no longer provide and fully subsidize cell phones for use by Township officials and staff. Said officials and staff will be expected to utilize their personal cell phone, if applicable, for Township business and communication when outside the Township facilities.

Reimbursement for Use of Personal Cell Phones

The following staff and officials, who use their personal cell phones for Township business, will be eligible for a monthly reimbursement of \$15 toward the total cost of their mobile plan: Trustees, Fiscal Officer, Township Administrator, Zoning Inspector, and the Service Director.

In order to ease processing of reimbursements, it is requested that staff and officials submit their requests, on the appropriate Township form, to the Fiscal Officer no more frequently than on a quarterly basis.

Exception to General Policy: Provision of Cell Phones and Data Devices/Tablets for Fire/EMS Services Providers

As indicated above, the Township will only provide cell phones for use within Township-owned or operated ambulances by the contracted fire and EMS services provider. The Township will, also, provide one tablet/data device for each squad. The EMS squad cell phones are utilized to contact

hospital emergency departments and a patient's emergency contacts. The tablets are utilized to access medical records, etc., for each squad and hereby are deemed critical for operational purposes.

Verizon One-Talk App

The Verizon OneTalk App, or a similar platform, which allows the user to remotely access his or her desk phone, will be provided for the following staff, in order to ease telework opportunities and enhance customer service response times: Township Administrator, Service Director, and Zoning Inspector. The monthly cost for utilization of the OneTalk App, or a similar platform, will be borne entirely by the Township.