

2. The Chair requests **Resolution No. 22/1-11 C to: Adopt the 2022 Organizational Resolution for Northfield Center Township:**

1. The following persons are authorized to sign checks and vouchers: Trustees Richard A. Patz, 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:	Russell F. Mazzola
Vice-Chair of the Board of Trustees:	Richard A. Patz
Trustee:	Richard H. Reville
Trustee Representative for the Road Department	
Richard A. Patz	
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 and Other– FULL TIME EMPLOYEES

Interim Service Director:	Frank J. Buehner
Road Foreman:	
Grade 2 Road Workers:	John Horn
	TBA
Township Secretary to Zoning Commission, Board of Zoning Appeals, Zoning Inspector, Board of Trustees, and Township Departments and Asst Zoning Inspector:	Judith Flauto

C. OTHER APPOINTMENTS

Administrator:	
Interim Administrator	James Honsberger
Zoning Inspector:	Donald Saunders

North Hills Water Board	Term Expiration
Basil Lovano	12/31/2023
John Campbell	12/31/2024
Jerry Papile – swing member	12/31/2024
Daniel Shade	12/31/2022

***Jerry Papile appointed as swing member, for the period 1/1/2022 through 12/31/2024.

Community Focus Consortium (Cable 9)	Term Expiration
Basil Lovano	12/31/2022

4. Legal Counsel

That Roetzel & Andress be appointed as Auxiliary Counsel, used at the discretion of the Board of Trustees; compensation to be based on an hourly rate of \$175.

5. That Russell F. Mazzola be appointed as the Northfield Center Township Representative to the Summit County Board of Health for calendar year 2022, and that he retains the right to appoint the Administrator and Interim 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, 2024.

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 O.R.C. Sections 124.38, 124.383, and 124.39 for Full Time Employees listed in 3B.

9. That any Vacation time will not be used beyond the year in which it is earned. Any unused vacation time accrued by the employee for the present calendar year will be paid to the employee in January of the following year after appropriate verification.

10. 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 or Interim Administrator in consultation with the Board of Trustees.

The Township holidays for 2022 are as follows:

- | | |
|---|---|
| 1. New Year's Day -(Observed) Friday Dec 31, 2021 | 7. Labor Day - Monday September 5th |
| 2. Martin Luther King, Jr. Day -Monday, January 17 th | 8. Columbus Day - Monday, October 10 th |
| | 9. Veteran's Day -Friday, November 11 |

3. **President's Day**-Monday, February 21st
4. **Memorial Day**-Monday, May 30th
5. **Juneteenth National Independence Day**, (Observed) Monday, June 20th
6. **Independence Day** - Monday, July 4th
10. **Thanksgiving Day** – Thursday, November 24th
11. **Christmas Day** (Observed)-Monday, December 26th

11. Sick leave shall be accrued and carried from year to year subject to Ohio ORC limitations. 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.
12. 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, the Trustees or Administrator, in their sole discretion, may authorize employees to participate in a flex schedule, in order to effectively align staff resources with operational need.
13. 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: Judith Flauto, Frank Buehner and John Horn. 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).
14. 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.
15. Resolve to establish the intent of the Board of Trustees of Northfield Center Township to perform certain road maintenance work during fiscal year 2022 by force account using Township equipment, Township personnel, and Township purchased materials.
16. The Town Hall is available for rental events for Township residents only.
17. 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

hourly employees actually work 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 above shall be as follows:

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

C. Zoning Department Wage Rates

Position

Zoning Inspector: \$18.13 per hour

Zoning Commission Members: \$36.16 per day

(Includes attending JEDD and S.C. Planning Commission Meetings.)

Board of Zoning Appeals Members: \$36.16 per day

D. Administration Wage Rates

1. **Trustees:** Richard H. Reville, Russell F. Mazzola and Richard Patz: 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:** \$ per year (24 hours per week) Job description as defined by O.R.C. Sections 505.031 and 505.032 -full time.
4. **Township Interim Administrator:** \$25.75 per year (24 hours per week) Job description as defined by O.R.C. Sections 505.031 and 505.032 -full time.
5. **Township Secretary:** \$18.73 per hour
Serving all Township Departments at the discretion of the Township Administrator, in consultation with the Board of Trustees.

E. Mileage Reimbursement Rate

2022 Mileage Reimbursement Rate, per IRS Regulation, for use of personal vehicle on Township business:

58.5 cents per mile for business miles driven.

19. That Fire & EMS protection is provided by the Macedonia Fire District per Resolution No. 21/09-14A.

20. That Police protection is provided by the Summit County Sheriff's Office per Resolution No. 21/11-08A.

21. 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.

22. All appointments for employment, except where indicated, are for the calendar year. The Trustees reserve the right to change the duration of individual appointments.

Trustee _____ moves; Trustee _____ seconds.

Discussion: Trustee _____ suggested the _____ holiday be observed on _____ instead of _____. After discussion, it was decided to keep it on _____.

Roll Call: Richard A. Patz ___; Russell F. Mazzola, ___ Richard H. Reville _____