



9546 Brandywine Rd. Northfield Center Township, Ohio 44067

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FISCAL OFFICER

TRUSTEES

INTERIM ADMINISTRATOR

Andy LaGuardia

Russell F. Mazzola, Chair

Jim Honsberger CPA

Richard A. Patz, Vice-Chair

Richard H. Reville, Trustee

TRUSTEE REGULAR MEETING

JUNE 6, 2022

7:00 P.M. Regular Meeting

The public was notified of this Regular Meeting by an e-mail Sunshine Law Notice to the Meeting Notification List, information placed on the Township’s website, and the electronic sign.

THE CHAIR CALLS THE REGULAR MEETING TO ORDER AT 7:00 P.M.

Roll Call: Russell F. Mazzola aye; Richard H. Reville aye; Richard A. Patz aye.

Trustee Mazzola announced that A HAM Radio Field Day Event will be held at the Town Hall gazebo on Saturday and Sunday June 25th and 26th by the PREPNET radio group. The public is encouraged to visit this event!

A. DEPARTMENT HEAD REPORTS

1. Sheriff – Sgt. Poda reported 917 service calls, 4 arrests, and 13 traffic citations for May, 2022. They have also received information about spam phone calls posing as the Sheriff’s Dept.
2. Fire Chief – Asst. Chief Cielinski reported 368 runs, 3 fire calls and 56 EMS runs for Northfield Center in May, 2022.
3. Service Director- Trustee Patz reported that the 90-foot flagpole was painted, old shrubs were removed from Cannon Park, and the park committee planted flowers and painted the cannon. Uplighting needs to be fixed for the flagpole at the town hall and the Cannon Park lights as well. Catch basin inspections are complete, NCT found out that the County doesn’t take care of Walters Rd., and the pavement management group completed their study. Beechwood and Cherry Lane drainage issue is being worked on. 4,000 lineal feet of ditching is planned, and one minor accident with a front fiberglass flip(?) being cracked, requiring replacement.

Trustee Reville said a grant is being put together with Macedonia for Walters Rd. Also got approval for roadway going into shopping center.

4. County Engineer- Eugene Wilson reported that the Brandywine bridge project is on schedule. He suggested that the township should request a turn arow in writing for the light at Olde Eight & Valley View.

Trustee Reville asked about Olde Eight project bids, did they get put back out?

Mr. Wilson said he'll know more tomorrow. Many bids had to be redone.

Jim Honsberger verified that the Brandywine Bridge project will be done in mid-Sept.

5. Township Administrator- Jim Honsberger thanked the Trustees for their patience following his latest surgery. Next week should be back to normal hours. He also had town hall committee applications if anyone wanted one. He will be meeting with Jason Dodson next week regarding employee handbooks.

B. COMMITTEE REPORTS

1. Communications- not present.
2. Parks and Recreation- already reported.
3. Safety Services- no report.
4. Stormwater Management - already discussed.

C. PUBLIC COMMENTS -

Chet Bertel, 319 W. Highland Rd. was representing the Historical Society. He asked for the picture of a solder, named Schoepf, that was in the town hall so it could be on display at the historical society. Trustees would like it to be put on display.

D. 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/or dispense with the reading of the minutes of the Trustees Regular Meeting of May 2, 2022
- b) The Chair requests a Motion to authorize the Fiscal Officer to draw current warrants/vouchers totaling \$272,589.88 to meet current expenditures.
- c) The Chair requests a Motion to acknowledge receipt of the Bank Reconciliations for the month of May 2022, received June 1, 2022.

d) The Chair requests a Motion to acknowledge receipt of a new monthly zoning violation update report – that includes current violations, unresolved violations and violations being handled by the Township Attorneys.

e) The Chair requests a Motion to direct the Interim Administrator (with Service Department assistance) to prepare a report and recommendations for the updating of Township signs and the possible purchase and placement of new signs and to create a request for proposal of these needs for distribution to vendors. The RFP will be subject to the Service Department Trustee approval; and distributed by June 17, 2022, with responses due by July 6, 2022.

f) The Chair requests a Motion to: Commend Frank Buehner and John Horn of the Service Department for their dedication to the residents of Northfield Center and their keen observations that assisted the Summit County Sheriff Department to apprehend a male subject who had three active felony warrants with gun specifications. Thank you for your dedication, your keen observations and your communications with township officials and law enforcement.

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

Trustee Reville moves; Trustee Patz seconds.

Discussion: Trustee Patz referred to letter d, he asked if that was being sent to the attorney. He asked if old violations will be cleaned up; Trustee Reville said that per our attorneys a new file should be started with pictures and a 30-day notice. Trustee Patz said that all of the letters that have gone out in years past have to be sent out again. He said that the Zoning Commission is working to get regulations on the books but if violations aren't cleaned up, it's for nothing. Trustee Mazzola would like to see a date of discovery and then a turnaround time of 7 days for a letter to go out. Violations should be looked at in terms of criticality. If something is reported and not enforced, we shouldn't have a zoning book.

Roll Call: Russell F. Mazzola aye; Richard H. Reville aye; Richard A. Patz aye.

1. **The Chair requests Resolution 22/06-06-A to: approve the proposed text amendments to the Zoning Code, as requested by the Zoning Commission, as follows: Section 230.17 Solar Panels and Chapter 410.10 Regulations for Access Drives; and to not approve the proposed text amendments to Chapter 130 Definitions and Chapter 310 Residential District Regulations – regarding chicken coops and backyard chickens.**

Trustee Reville moves; Trustee Patz seconds.

Discussion: None.

Roll Call: Russell F. Mazzola aye; Richard H. Reville aye; Richard A. Patz aye.

2. **The Chair requests Resolution 22/06-06-B to: make the initial appointments of the following persons to the Olde NCT Town Hall committee: John Campbell, Lisa DeLuca, Jerry Papile, Chet Bertel. This committee was created by a Motion at the March 7, 2022, Regular Trustee meeting. The committee is charged with the task of considering alternative uses to the current Town Hall. Three persons have submitted applications for this committee and at least four other persons have expressed interest.**

Trustee Reville moves; Trustee Patz seconds.

Discussion: None.

Roll Call: Russell F. Mazzola aye; Richard H. Reville aye; Richard A. Patz aye.

3. **The Chair requests Resolution 22/06-06-C- to: accept the NOPEC 2022 Energized Community Grant of \$3,140 and the related Grant agreement and to note that this grant amount is based on the number of natural gas accounts served by NOPEC in Northfield Center. The Interim Administrator is authorized to review and sign the grant agreement and provide a copy of this resolution and the signed Grant agreement to NOPEC in accordance with their requirements.**

Trustee Reville moves; Trustee Patz seconds.

Discussion: Trustee Patz said funds can be used for the Palmer House Museum, he'd like to see that.

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

4. **The Chair requests Resolution 22/06-06-D- to: accept the Summit County Land Bank 2022 Community Development Matching Grant Fund Program award of \$10,000 and the related Program Agreement. The Interim Administrator is authorized to review and execute the online Community Development Matching Grant Fund Program agreement in accordance with their requirements**

Trustee Reville moves; Trustee Patz seconds.

Discussion: Trustee Reville said this grant will be used toward the new building.

Roll Call: Russell F. Mazzola aye; Richard H. Reville aye; Richard A. Patz aye.

5. **The Chair requests an amendment to Resolution 22/1-11-C – to amend the 2022 Organizational Resolution for updates to: Section B terminology and employees; Items 8 and 10 for full time employees regularly scheduled for 32 hours per week vs 40 hours; Item 13 for new full-time employee; Item 17 for recent changes in Zoning Commission and Board of Zoning Appeals; Item 18 for changes in terminology and rates and for any other changes noted and documented herein for 2022.**

NO MOTION MADE.

Trustee _____ moves; Trustee _____ seconds.

Discussion: Jim Honsberger explained the changes per Trustee Reville's request.

Trustees felt that further discussion could be done in Executive Session.

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

6. **The Chair requests Resolution 22/6-06-E: a Resolution of Necessity requesting the Summit County Fiscal Officer to determine and certify the current tax valuation for Northfield Center Township and the dollar amount of the revenue that would be generated by an additional 2.0 mill Fire & EMS levy for a continuous period. A full copy of the resolution is attached.**

Trustee Reville moves; Trustee Patz seconds.

Discussion: Trustee Mazzola said the township will put the levy back on the ballot that failed in May.

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

7. The Chair requests Resolution 22/6-06-F: a Resolution of Necessity requesting the Summit County Fiscal Officer to determine and certify the current tax valuation for Northfield Center Township and the dollar amount of the revenue that would be generated by the renewal of the current Road Improvement levy (76.01) for an additional 5-year period. A full copy of the resolution is attached.

Trustee Patz moves; Trustee Reville seconds.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz aye.

8. The Chair requests Resolution 22/6-06-G to acknowledge receipt of the 2022 Ohio Public Works Commission notification of funding for a Bayberry Drive project noting that the cost has previously been estimated at \$840,000 and the grant amount is half of this cost estimate or \$420,000. The Fiscal Officer is also directed to provide a certification of local funds as required by the Ohio Public Works.

Trustee Patz moves; Trustee Reville seconds.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz aye.

9. The Chair requests Resolution 22/6-06-H to acknowledge receipt of information regarding alleged document errors for the ownership 9315 Brandywine Rd. The Interim Administrator is authorized to work with the Township Attorney to verify that this property does have such errors in the current ownership documents and to provide the necessary signed documents to effect correction.

Trustee Patz moves; Trustee Reville seconds

Discussion: Jim Honsberger told the Trustees that this is a property on Brandywine Rd. for which the resident mistakenly signed the property over to the township; it was verified that NCT hadn't paid any expenses on the property.

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

10. The Chair requests Resolution 22/6-06-I to approve Infinity Construction and DS Architecture for additional design services as noted in Proposed Changes 1-5 (5/6/22 Jeff Young email) at 8484 Olde 8 Rd. for an amount not to exceed \$11,027

Trustee Patz moves; Trustee Reville seconds

Discussion: Trustee Mazzola said this is for work on the entry way. Road needs to be able to support heavy equipment; this will provide a full design scope to widen the road and improve the line of sight.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz aye.

11. **The Chair requests Resolution 22/6-06 J (1) and (2) to authorize Sharpscapes, Inc. to mow the lawns at 219 W. Aurora and 9097 Pleasantview Dr. because of notices of zoning violations under the Township Property Maintenance Code since no response from the property owners; and to authorize the Zoning Inspector to provide Summit County Prosecutor with supporting documentation regarding these mowing charges and to affect the posting of such charges to the respective property tax bills. In addition, the Trustee representative to Zoning is authorized to approve other such mowing charges for additional properties noted in violation, subject to ratification at succeeding Trustee meetings.**

Trustee Patz moves; Trustee Reville seconds.

Discussion: Judy Flauto told the Trustees that the owner of 219 W. Aurora had contacted the Zoning Dept. informing us that she couldn't cut the grass at this time.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz aye.

12. **The Chair requests Resolution 22/6-06-K to approve Infinity Construction and Fabrizi for installation of an additional fire hydrant at the new Safety Administration building at an amount not to exceed \$8,477.37**

Trustee Patz moves; Trustee Reville seconds

Discussion: Trustee Reville asked Asst. Chief Cielinski why a 2nd hydrant was needed. Trustee Mazzola said a meeting was held about a 2nd hydrant. He said Chief Ripley felt a 2nd hydrant could be used for training. Asst. Chief Cielinski said the current hydrant is a quicker fill than the hydrant in the back. Trustee Mazzola said the project is over budget. Asst. Chief Cielinski said a 2nd hydrant affect overall insurance for the new building.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz aye.

13. The Chair requests Resolution 22/6-06-L to authorize the transfer of a framed picture of WW2 veterans, including C. John Schoepf Jr. to the Historical Society of Olde Northfield, represented by Board Member Chet Bertel, effective immediately.

WHEREAS the Northfield Center Township Town Hall contains a framed picture of WW2 veterans, including C. John Schoepf Jr.; and

WHEREAS the Historical Society of Olde Northfield has a current exhibit of local WW2 veterans including C. John Schoepf Jr. and would like to obtain this framed picture for the exhibition at the Palmer House.

NOW, THEREFORE, be it resolved by the Board of Trustees of Northfield Center Township to authorize the transfer of this framed picture and with thanks for the Historical Society of Olde Northfield for this current exhibit:

Trustee Reville moves; Trustee Patz seconds.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz aye.

14. The Chair requests a Motion to enter Executive Session to discuss pending property sale and personnel matters at 8:11 pm.

Trustee Reville moves; Trustee Patz seconds.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz aye.

John Campbell asked the Trustees for a Work Session with the Trustees, Board of Zoning Appeals and Zoning Commission to discuss B-R zoning.

Present in Executive Session: Trustees Mazzola, Reville and Patz, A. LaGuardia, Jim Honsberger.

The Executive Session ended at 8:48 pm. No decisions made/no action taken.

E. The Chair requests input on any other business for discussion and action as determined by the Trustees, including the following possible topics:

- **CBDG grant and roof/gutters/downspout rebid results**
- **Sheriff contract proposal request for 2023 and 2024 and related Safety Committee recommendations**
- **SE Blueprint solicitation for various services**
- **Recent JEDD audit report for Dec 2021 and 2020**
- **Updates to Employee manual**
- **Other**

THE CHAIR REQUESTS A MOTION FOR ADJOURNMENT.

Trustee Reville moves; Trustee Patz seconds.

Roll Call: Russell F. Mazzola, aye Richard H. Reville, aye Richard A. Patz, aye.

The meeting adjourned at 9:12P.M.