

8484 Olde Eight Rd. Northfield Center Township, Ohio 44067

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FISCAL OFFICER

TRUSTEES

DIR. OF TOWNSHIP SERVICES

Andy LaGuardia

Richard A. Patz, Chair

Tim Black

Richard H. Reville, Vice-Chair

Russell F. Mazzola, Trustee

TRUSTEE REGULAR MEETING

May 1, 2023 – 7:00PM

The public was notified of this meeting by Facebook, 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 MEETING TO ORDER AT 7:00 P.M.

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

A. DEPARTMENT HEAD REPORTS

1. Sheriff – Lt. Remidio reported 534 calls for service for April; 3,141 YTD; 19 traffic stops, 1 arrest. Trustee Reville asked about the 4 wheelers and loud cars on Crestwood and Morningside after school. Trustee Patz said Beacon Hills Park is still being damaged.
2. Fire Chief – Chief Ripley reported 55 squad calls, 3 fire calls, 21 mutual aid calls for April. The new squad will be completed the week of 6/20/23. The driving simulator trailer for training is parked by the new building. Trustee Mazzola asked how long it will be for the new squad to be put into service. Chief Ripley said a few weeks.
3. Service Director -see report attached to these minutes.
4. County Engineer – Joe Paradise said that Olde Eight is under construction, weather dependent. Valley View project has a contract being reviewed. Trustee Patz said NCT is interested in an active role of deciding where the money is spent for stormwater management. Norwood Lake, 2 homeowners are still affected. Mr. Paradise said OPWC funds could possibly help the township portion. John Galonski said someone is paying the taxes for Parcel #2, which is owned by the Norwood Lake HOA. Trustee Patz asked what can be done to help the homeowners affected by this situation. Trustee Mazzola asked about the flashing light and pavement striping in front of 8484 Olde Eight; how does NCT take care of these items. Mr. Paradise said the flashing lights are on order, but there is no benefit to paint striping on the pavement.
5. Township Administrator -no report.
6. Zoning-Trustee Reville reported that several violation cases are in court; some have been pushed through.

B. COMMITTEE REPORTS

1. Communications -not present.
2. Parks and Recreation -Wendy Wysocki asked for \$500.00 to be granted to get Cannon Park ready for Memorial Day. Would like Beacon Hills Park equipment to be power washed. Trustee Patz said the water tanker is down but will take care of it when it's back in service.

Wendy also said they would like to try for a NatureWorks grant. Trustee Mazzola said each year NCT asked the County to maintain the curb at the intersection flower bed at 82/Olde Eight/Brandywine Rds. The County did not maintain it, and NCT was told not to do it as it wasn't township property. So, it was removed.

3. Safety Services - no report.
4. Stormwater Management -previously addressed.
5. Olde Town Hall -Rolfe Grippe said they are still working on survey for the residents. Will be visiting Solon Theatre for the Art. Looking into holding 1 or 2 open houses at the Town Hall in the Spring and Summer. Next meeting on 5/16/23.

C. PUBLIC COMMENTS – Comments will be limited to Township residents.

Ellen Bertel, 319 W. Highland, said in January she requested a NOPEC grant for the Historical Society, she was asking about the status of the grant. Trustee Reville said NCT is in the process of working with the NOPEC grant. Trustee Patz said NCT must apply for the grant each year.

Joe Grzlak, Crestwood Lane, asked about what properties were being filed in court. Trustee Reville said 2 on Valley View, one on Crestwood.

Rolfe Gripp, 219 Skylane, thanked Mr. Paradise and Mr. Galonski for attending.

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 Public Hearing of April 3, 2023.
- b) The Chair requests a Motion to approve/or dispense with the reading of the minutes of the Trustees Regular Meeting of April 3, 2023.
- c) The Chair requests a Motion to approve/or dispense with the reading of the minutes of the Trustees Special Meeting of April 6, 2023.
- d) The Chair requests a Motion to approve/or dispense with the reading of the minutes of the Trustees Special Meeting of April 13, 2023.
- e) The Chair requests a Motion to authorize the Fiscal Officer to draw current warrants/vouchers totaling \$ 181,900.68 to meet current expenditures.
- f) The Chair requests a Motion to acknowledge receipt of the Bank Reconciliations for the month of April 2023, received May 1, 2023.

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

Trustee Mazzola moves; Trustee Reville seconds.

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

2. The Chair requests **Resolution 23/5-01 A** to: Approve proposed text for the Northfield Center Township Zoning Resolution, Chapter 130 "Definitions" to add the definition for "mailbox" as discussed at the Public Hearing on 4/3/23.

Trustee Reville moves; Trustee Mazzola seconds.

Discussion: None.

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

3. The Chair requests **Resolution 23/5-01 B** to: Approve the removal of T-C Zoning regulations from Chapter 350 and creating a new Chapter 352 for T-C, in the Northfield Center Township Zoning Resolution, as discussed at the Public Hearing on 4/3/23.

Trustee Mazzola moves; Trustee Reville seconds.

Discussion: None.

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

4. The Chair requests **Resolution 23/05-01 C** to: approve the proposed addition of a new Section 230.18, mailbox installation regulations, to the Northfield Center Township Zoning Resolution, as discussed at the Public Hearing on 4/3/23.

Trustee Reville moves; Trustee Mazzola seconds.

Discussion: None.

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

5. The Chair requests **Resolution 23/5-1 D** to: approve the addition of a new #3 in Section 230.13 of the Northfield Center Township Zoning Resolution regarding Certificate of Insurance, as discussed at the Public Hearing on 4/3/23.

Trustee Reville moves; Trustee Mazzola seconds.

Discussion: Trustee Reville asked Dan Schade to explain this proposed amendment. Mr. Schade said the original regulations didn't request NCT to be named as the insured.

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

6. The Chair requests **Resolution 23/05-01 E** to: authorize the Summit County Prosecutor to proceed in taking legal action to enforce Northfield Center Zoning Resolution Section 690.03 and any related sections. Reference parcel # 4002247 that is not in compliance with the Northfield Center Township Zoning Resolution. Reference letter dated March 16, 2023.

Trustee Reville moves; Trustee Mazzola seconds.

Discussion: John Galonski said the resolution was sufficient to send for prosecution.

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

7. The Chair requests **Resolution 23/5-01 F** to: approve the newly created position of Director of Township Services, position description is as follows:

Northfield Center Township
Director of Township Services

The Board of Trustees of Northfield Center Township, while seeking a full-time administrator, has determined that a full-time director of township services would better serve the community. The starting salary and job description are listed below.

This position has a probationary period of 6 months.

Salary

\$85,000-Year

Job

This position will have been filled by a candidate with a proven track record and recognized for their commitment to excellence; he/she will serve under the direction and leisure of the Board of Trustees suggest policies to the Board and provide leadership that implements expressed goals and objectives of the Board.

Schedule

The Director is responsible for working a 45-hour work week and may be responsible for working additional time given the needs of the Township.

Essential Functions of the position

Manage day-to-day operation of the service department.

Work closely with the Zoning/Compliance Inspector/Officer.

Manage the office staff and general operations of the Township, including customary administrative operation of the Township, preparing grant applications, resolving issues and disputes involving the Township.

Communicate with, and take direction from the Board of Trustees, prepare reports and other information for the Board of Trustees, and on behalf of the Township Trustees, communicate with the public and other government entities.

Attend Meetings

Attend meetings or as determined send a designated employee, and provide written information synopsis regarding content, outcome, and value of the meeting to the Board of Trustees.

By signing below, the employee acknowledges that (1) this document does not constitute an employment agreement, (2) the employee will remain, at all times, an at will employee.

Trustee Reville moves; Trustee Mazzola seconds.

Discussion: Trustee Mazzola said Trustees did an extensive search, he's excited about the new way of staffing the township. Trustee Patz said the Director will work closely with the Zoning Inspector and will help take care of zoning issues.

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

8. The Chair requests **Resolution 23/05-01 G** to: approve and interview for the newly created position of Executive Assistant, position description is as follows:

Northfield Center Township

Job Title: Executive Assistant		Job Category:	Administration
Location:	Northfield Center Township	Travel Required:	< 10%
Level/Salary Range:		Position Type:	Part Time (24-28 hrs week)
HR Contact:	Board of Trustees, Chairman	Date Posted:	May 1, 2023
Applications Accepted By: Email/Fax/Phone or Mail			
townadministrator@northfieldcenter.com Subject Line: Township Director Fax: 330.650.0815 Phone: 330.467.7646		Northfield Center Township 9546 Brandywine Rd. Northfield Center, Ohio 44067	
Job Description/Function			

ESSENTIAL JOB FUNCTIONS

Working with the Township Director, helps to manage the day-to-day operations within the township including office, zoning and service department.

Responsible for driving the development, implementation, and ongoing management of the Township. Will assist in the execution of internal and external communication, and processes as it relates to township management.

Assists Fiscal Officer with budgets and financial reports to the Board of Trustees when necessary,

Supports the administrative responsibilities for the Joint Economic Development District

Assist with implementation of polices and process changes by participating in projects and ensuring engagement of appropriate stakeholders to fully implement requirements as directed.

Manages the end-to-end process of zoning including reporting, communication both internally and externally and maintaining the official Zone Districts within the Township.

Provides guidance and assists to develop and implement in consultation with the Township Director any strategic objectives.

Preferred Skills

Managing Multiple Priorities- Self Management practices and ability to manage multiple objectives.

Able to work independently and use sound judgement working with Township employees and residents.

Ability to act resourcefully, leveraging contacts both internally and externally working independently and interface with the board of trustees, staff and other stakeholders with flexible schedule to attend meetings when required which could include evenings.

Ability to work as a team. strong leadership skills and ability to influence others and lead up and across the organization.

Ability to effectively communicate both in writing and verbally with excellent organizational skills.

Proven to be a proactive partner, strategic thinker, and collaborator.

Proficient PC skills with experience in Microsoft office, Outlook and SharePoint, website and social media

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree preferred (equivalent experience may be considered)
- 7+ years of relevant industry and professional experience with a focus on government programs and policy and process improvement

Approved by:	Board of Trustees	Date:	May 1, 2023
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Trustee Reville moves; Trustee Mazzola seconds.

Discussion: Trustee Mazzola wants the title to be Office Administrator.

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

9. The Chair requests **Resolution 23/05-01 H** to: review and accept the ReWorks Memorandum of Understanding for the amount of \$5,938.00.
Trustee Reville moves TO TABLE Trustee Mazzola seconds.
Discussion: None.
Roll Call: Richard A. Patz aye; Russell F. Mazzola aye; Richard H. Reville aye

10. The Chair requests **Resolution 23/05-01 I** to: review and apply for the NOPEC grant dated 1/30/23 regarding the Energized Community Grant, due June 30, 2023.
Trustee Mazzola moves; Trustee Reville seconds.
Discussion: None.
Roll Call: Richard A. Patz aye; Russell F. Mazzola aye; Richard H. Reville aye

11. The Chair requests **Resolution 23/05-01 J AS AMENDED** to: approve a contract with Toshiba for scanning document storage per proposal dated 4/28/23, for \$294 for 60 months, \$1,750 design fee and training from the 01-A-26 D fund.
Trustee Mazzola moves; Trustee Reville seconds.
Discussion: None.
Roll Call: Richard A. Patz aye; Russell F. Mazzola aye; Richard H. Reville aye

12. The Chair requests **Resolution 23/05-01 K** to: approve a rental scanner through Toshiba at \$150.00 per month for 2 months.
Trustee Reville moves; Trustee Mazzola seconds.
Discussion: None.
Roll Call: Richard A. Patz aye; Russell F. Mazzola aye; Richard H. Reville aye

13. The Chair requests **Resolution 23/05-01 L** to: give a \$500.00 allowance to the Park Committee to decorate Public Square (Cannon Park) for the Memorial Day Parade from the 01-F-08 fund.
Trustee Mazzola moves; Trustee Reville seconds.
Discussion: None.
Roll Call: Richard A. Patz aye; Russell F. Mazzola aye; Richard H. Reville aye

14. The Chair requests **Resolution 23/05-01 M** to authorize the Fiscal Officer to transfer investment funds into the Star Ohio Financial Institution as needed to increase the Township investments.
Trustee Reville moves; Trustee Mazzola seconds.
Discussion: Trustee Reville said STAR Ohio fund is 5%. Moving some of the money and allowing Huntington to do some investing for NCT will help offset the cost for the new building. Will also be looking at a new investment policy.
Roll Call: Richard A. Patz aye; Russell F. Mazzola aye; Richard H. Reville aye

15. **FISCAL OFFICER REPORTS AND COMMENTS** - no report.

16. **TRUSTEES REPORTS AND COMMENTS :**

Trustee Mazzola said the electrical panel for the new building is done, building is also done. Cameras and antenna are being installed. He thanked Macedonia for their help with the sign.

17. **THE CHAIR REQUESTS A MOTION FOR ADJOURNMENT.**

Trustee Mazzola moves; Trustee Reville seconds.

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

The meeting adjourned at 8:11 p.m.