RESOLUTION #14-2018

2019 ORGANIZATIONAL RESOLUTION

WHEREAS, the Board of Trustees of Richfield Township may make rules and regulations which are necessary for the government of the Board, the Township, its employees and the use and protection of Township property; and,

WHEREAS, the following rules, regulations, and provisions contained herein this Resolution and any amendments thereto, will apply for the calendar year 2019.

NOW THEREFORE BE IT RESOLVED,

I. TRUSTEES

A. Compensation for the Board of Township Trustees shall be based on an annual salary to be paid in equal monthly payments in accordance with Ohio Revised Code 505.24.

B. The Board of Trustees holds one (1) Regular Meeting each month. The meeting will be held on the first Thursday of the month at 6:30 p.m. Special Meetings will be held as needed. Meetings are held in the Richfield Township Administration Office, located at 3038 Boston Mills Road, Brecksville, Ohio 44141.

C. Board of Trustee meetings follow the Open Meetings Act (OMA) and Robert’s Rules of Order and will proceed in the following order:

1. After the Call to Order and Roll Call, the Chair will state for the public in attendance the “Order of Business” on the agenda.
2. The meeting agenda guides the order of business and members of the public may be afforded the opportunity to be recognized during the Citizen’s Forum at the discretion of the Chair to solicit or acknowledge input, on a limited basis. Members of the public who speak will introduce themselves and sign the sign-in sheet at the podium. Comments may be limited to three minutes.
3. Motions must be clearly stated and may be prepared in advance for efficiency.
4. Resolutions are introduced by the trustee championing the resolution. The Chair appropriately introduces the resolution and asks for comments and elicits discussion among the trustees. The Chair may recognize the public during the discussion of the resolution but not after the motion has been made to adopt.
5. Meetings are for the purpose of conducting the township’s business by the Board of Trustees. Input from members of the township staff, fiscal, zoning, fire and police may be recognized by the Chair.

D. The separate areas of trustee responsibility shall be as follows:

1. Trustee Luther: shall serve as Trustee liaison for the Road Department, Rising Valley Park/Recreation and Waste & Recycling.
3. Trustee Jankura: shall serve as Trustee liaison for the Zoning Department and the Richfield Joint Recreation District.

E. Trustee Jankura shall be the township’s representative to the JEDD Board.

F. Trustee Jankura shall be the Chairperson of the Records Commission.

II. ADMINISTRATION

A. Full-time Township Administrator, Melinda Remec, will be compensated at a rate of $30.77 per hour.

1. The Township Administrator will be conferred all duties and responsibilities of ORC 505.032
2. The Township Administrator shall be permitted to authorize obligations of up to $2,500, in accordance with ORC 507.11.
The Township of Spotswood, according to Resolution No. 3, passed at a regular meeting of the Board of Trustees on November 21, 2017, and approved by the Board of Trustees, hereby adopts the following schedule of holidays to be observed by employees of the Township.

The Township Observer, Scott P. Smith, is hereby directed to prepare an annual summary of the Township's holidays.

III. FISCAL

1. 1/1/09 New Year's Day
2. 1/27/09 Martin Luther King Jr. Day
3. 4/13/09 Good Friday
4. 4/14/09 Easter Sunday
5. 4/15/09 Easter Monday
6. 5/26/09 Memorial Day
7. 7/4/09 Independence Day
8. 10/05/09 Columbus Day
9. 11/11/09 Veterans Day
10. 11/22/09 Thanksgiving Day
11. 12/25/09 Christmas Day
12. 12/26/09 Christmas Eve

The_observation of the foregoing dates by employees of the Township is mandatory.

Handbook

of the Township has been distributed to employees and is available to them at any time. Compliance with the provisions of the Handbook is mandatory for all employees. Failure to observe the Handbook will result in disciplinary action.

I. HOLIDAY SCHEDULE - 2009

A. The Township of Spotswood, in accordance with Resolution No. 2009-1, has established a schedule of holidays for the employees of the Township.

B. The Township Observer, Scott P. Smith, is hereby directed to prepare an annual summary of the Township's holidays.

C. The Township Administrator shall be responsible for the enforcement of the Township's holiday policy.

1. Health and Insurance Coverage: The Township provides health insurance coverage to its employees. The Township's health insurance policy is available for review at any time.

2. Vision Insurance Coverage: The Township provides vision insurance coverage to its employees. The Township's vision insurance policy is available for review at any time.

3. Dental Insurance Coverage: The Township provides dental insurance coverage to its employees. The Township's dental insurance policy is available for review at any time.

4. Retirement: The Township provides retirement benefits to its employees. The Township's retirement policy is available for review at any time.
E. The Fiscal Officer is authorized to issue temporary appropriations in the amount of up to one third of the permanent appropriations from the year 2018.

IV. PERSONNEL POLICY AND EMPLOYEE BENEFITS

A. The Board of Trustees is adopting The Personnel Policies and Employee Benefits as set forth in the Employee Handbook adopted in Resolution 08-2015 and all subsequent amendments thereafter.

V. SERVICE DEPARTMENT

A. Full-time Service Foreman, Jerry Schall, will be compensated at the rate of $32.29 per hour.

B. Full-time service/road laborer Don Rentz will be compensated at the rate of $27.68 per hour.

C. Seasonal service/on-call snowplow driver Domenico Olivo will be compensated at the rate of $20.81 per hour.

D. Emergency calls will be paid a two (2) hour minimum.

E. Required uniforms for full-time service department personnel shall be provided for through a contract with a uniform provider. Full-time road/service department employees will receive $400 in compensation with the first pay earned after January 1, 2019 for an annual clothing allowance. The use of steel-toed boots is required for all service department employees.

F. Full-time service department employees of the township will receive either $1,000 in compensation or 40 hours of personal time provided they maintain the on-call status from December 1 to April 1. If they choose the cash payout, payment will be made to the employee on the next regular scheduled payday from April 1.

G. The Board of Trustees may contract for the labor and materials necessary for maintaining township roads and other township property. Such maintenance shall include, but not be limited to, snow removal, ditching, control of surface and subsurface drainage, repair and resurfacing of roads, drives and parking areas.

H. Road maintenance by County of Summit Engineer: Continuance of contract dated 01/01/72.

VI. PARKS

A. The Board of Trustees may contract for the labor and materials necessary for maintaining township property.

B. Seasonal Park Administrator Chris Eastwood will be employed to work at the park and will be compensated at the rate of $23.35 per hour.

C. Seasonal park employees will receive $200 in compensation with the first pay earned after June 1, 2019, for an annual clothing allowance.

VII. ZONING

A. Part-time Zoning Inspector, Laurie Pinney will be compensated at a rate of $30.60 per hour.

B. Fee Schedule for 2019 as per attached schedule.

VIII. ZONING BOARDS AND COMMISSIONS: COMPENSATIONS AND SCHEDULE

A. Full and alternate members of the Zoning Commission and Board of Zoning Appeals shall be paid $300 for one year of service in 2019. Chairperson shall receive a bonus of $200 and Vice Chairperson shall receive a bonus of $100.

B. Meeting Schedule: The Zoning Commission shall hold its meetings the second Thursday of each month at 6:30 p.m. This schedule is subject to change as zoning matters demand. The Board of Zoning Appeals shall hold its meetings the third Monday of each month at 6:30 p.m. or as applications require.
The following is a current list of all Township employees:

XII. YEAR 2019 PERSONNEL

The period June 1, 2017 to June 1, 2018 was a no call to the township.

I. Riverdale, New Jersey, located in the town of Parsippany-Troy Hills,

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Knez</td>
<td>Town Clerk</td>
</tr>
<tr>
<td>John Smith</td>
<td>Joint Secretary</td>
</tr>
<tr>
<td>Latvia Perry</td>
<td>Community Nurse</td>
</tr>
<tr>
<td>Michelangelo</td>
<td>Electrician</td>
</tr>
<tr>
<td>Jim O'Reilly</td>
<td>Administrator</td>
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<tr>
<td>John Jones</td>
<td>Janitor</td>
</tr>
<tr>
<td>Richard Davis</td>
<td>Building Inspector</td>
</tr>
</tbody>
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II. RUSH HOUR AND INCARCERATION SERVICES

III. RICHFIELD COMMUNITY DAY

Through December 31, 2019 with an annual cost in 2019 of $5676.86.

A. Contract with the Village of Richfield for a period beginning January 1, 2018 and continuing

X. POLICE SERVICES

A. Contract with the Village of Richfield for a period beginning January 1, 2018 and continuing
XIV. BOARD MEMBERS

The following is a current list of all Board members appointed by the Board of Trustees. Terms expire on December 31 of the year in parentheses.

A. ZONING COMMISSION

Chris Sivak (2019)
Vacant (2020)
Mark Totten (2021)
Patti Dorsett (2022)
Harold Gaar (2023)
Alternates:
Vacant (2019)
Vacant (2019)

B. BOARD OF ZONING APPEALS

Natalie Grubb (2019)
Vacant (2020)
Robert Kapitan (2021)
Geoffrey Graham (2022)
Jeff Smola (2023)
Alternates:
Christi Gable (2019)
Vacant (2019)

C. RICHFIELD JOINT RECREATION DISTRICT

Bob Becker (2019)
Sandy Apidone (2020)
Jeffrey Deluca (2021)
<table>
<thead>
<tr>
<th>Service Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial/Industrial Properties</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Residential</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Residential Development</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Temporary Buildings</td>
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<tr>
<td>New Towerist</td>
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<tr>
<td>Street Improvement</td>
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<tr>
<td>Street Improvement</td>
<td>$5,000.00</td>
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<tr>
<td>Storm Water</td>
<td>$5,000.00</td>
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<tr>
<td>Parking Lot</td>
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<tr>
<td>Commercial/Industrial Structures</td>
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</tr>
<tr>
<td>Residential Accessory Structures</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>New Residence</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

**Zoning Certificates**

**Effective January 01, 2019**

**Richfield Township Board of Trustees Fee Schedule**
Additional fee if application received after start of construction or after onset of use: $150.00 residential
$500.00 commercial

Appeal of Zoning Inspector Decision: $300.00

ZONING ADMINISTRATION

Application for Rezoning or Text Amendment: $1,000.00

Subdivision Site Plan Review where required by Zoning Resolution
Residential: $800.00
Commercial/Industrial: $800.00

RISING VALLEY PARK

Baseball/Softball Field
Fees for baseball/softball field use are applicable to groups using the field three or more times throughout the year.
Recreational Leagues or Groups: $270 fee plus $25 per team per season

Athletic Field
Fees for athletic field use for activities such as soccer, lacrosse, etc. are applicable to groups using the field three or more times throughout the year.
Recreational Leagues or Groups – Residents: $135 fee
Leagues or Groups – Non-residents: $325 fee

Picnic Pavilions
Residents: $55 fee
Non-resident: $110 fee
Local Non-profits: No charge

12/4/18
Date

Janet Jankura, Township Trustee

Jeff Shupe, Township Trustee

Robert L. Luther, Township Trustee

Attest:

Laurie Pinney, Township Fiscal Officer