

RESOLUTION #16-2020

2021 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 2021.

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. Meetings may be held by video- and tele-conferencing to the extent allowable by law.
- 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.
 - 2. Trustee Shupe: shall serve as Trustee liaison for Zoning Department, OSHA, Storm Water, and Police & Fire Safety Service Contracts.
 - 3. Trustee Jankura: shall serve as Trustee liaison for Insurance and Worker's Compensation, Media Liaison, Personnel Policy Review, and the Richfield Joint Recreation District.
 - E. Trustee Shupe shall be the township's representative to the JEDD Board.
 - F. Trustee Shupe shall be the Chairperson of the Records Commission.

II. ADMINISTRATION

- A. Full-time Township Administrator, Melinda Remeck, will be compensated at a rate of \$31.85 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.
 3. The Township Administrator shall be appointed as designee to receive public records training on behalf of all Richfield Township elected officials, in accordance with ORC 109.43 and 149.43.
 4. The Township Administrator shall be appointed as alternate to the Summit County Public Health District Advisory Council, in accordance with ORC 3709.03.
- B. The Township Records Commission, composed of the Chairperson of the Board of Trustees, the Fiscal Officer and the Records Officer, will meet at least once every twelve months to review application for one-time disposal of obsolete records and schedules of records retention and disposition submitted by township offices.
- C. Agent for general liability, property, bonds and auto insurance is Wichert Insurance Agency.
- D. The Burnham & Flower Insurance Agency is the agent for employee health, life, vision and dental. Coverage will be offered as outlined in the Employee Handbook with all subsequent amendments. Copay amounts for 2021 for employees will be \$10 per pay for single coverage and \$20 per pay for couple/family coverage. Copay amounts for 2021 for elected officials will be \$21.67 for single coverage per month and \$43.33 per month for couple/family coverage.
1. Health and life insurance coverage is with Medical Mutual with renewal August 1, 2021.
 2. Vision insurance coverage is VSP with renewal January 1, 2021.
 3. Dental insurance coverage is Delta Dental with renewal January 1, 2021.

E. Employees and officials eligible for insurance benefits have the option of taking in-lieu benefits under the provisions of Resolution 06-2004 and ORC 505.603. Calculation of the in-lieu cash benefit will be made annually with the health plan renewal.

F. Wellness program benefits are offered to eligible full-time employees and elected officials at Cleveland Clinic Akron General Lifestyles facilities with renewal April 1, 2021.

G. BayPoint Technologies provides computer maintenance, email, and IT support. The Intersoft Group provides web hosting service for the township.

H. HOLIDAY SCHEDULE – 2021

The township observes 12 paid holidays as stated in the Employee Handbook. In addition to the holidays listed below, employees will have seven (7) personal/floating holidays. Use of the personal/floating holidays must be scheduled in advance as stated in the Employee Handbook.

1. 01/01/21 New Year's Day
2. 05/31/21 Memorial Day
3. 09/06/21 Labor Day
4. 11/25/21 Thanksgiving Day
5. 12/24/21 Christmas Eve

III. FISCAL

- A. Compensation for the township Fiscal Officer shall be based on an annual salary to be paid in equal monthly payments in accordance with Ohio Revised Code 507.09.
- B. The Fiscal Officer is authorized to implement intrafund transfers as revised expenditures demand and that details of such transfers be provided to the Board of Trustees.
- C. The Fiscal Officer is authorized to make payment of lawful obligations of the township by direct deposit of funds by electronic transfer in accordance with Ohio Revised Code 507.11 and 9.37.
- D. The Huntington National Bank will serve as public depository during the period of January 1, 2017 to December 31, 2021 inclusive. The Fiscal Officer shall manage all public funds in accordance with Resolution #04-2003. The Township Investment Policy has been recorded with the Ohio Auditor of State.
- 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 2020.

IV. PERSONNEL POLICY AND EMPLOYEE BENEFIT

- A. The Board of Trustees adopted 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 \$33.43 per hour.
- B. Full-time service/road laborer Don Rentz will be compensated at the rate of \$28.66 per hour.
- C. Seasonal service/on-call snowplow driver Domenico Olivo will be compensated at the rate of \$21.54 per hour with a minimum of 8 hours per pay period during the on-call season from December 1 through April 1.
- 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, 2021 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. Seasonal service department employees will receive \$500 in compensation provided they maintain the on-call status from December 1 to April 1. 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 Maintenance Personnel may be employed to work at the park.

VII. ZONING

- A. Part-time Zoning Inspector, Laurie Pinney will be compensated at a salary of \$633.60 per week based on an hourly rate of \$31.68 for a flexible 20-hour work week.
- B. Fee Schedule for 2021 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 2021. 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. Meetings may be held by video- and tele-conferencing to the extent allowable by law.

IX. FIRE & RESCUE SERVICES

A contract with the Village of Richfield for the period beginning January 1, 2021 and continuing through December 31, 2023 with an annual cost in 2021 of \$563,522.

X. POLICE SERVICES

A contract with the Village of Richfield for a period beginning January 1, 2021 and continuing through December 31, 2023 with an annual cost in 2021 of \$732,134.

XI. RICHFIELD COMMUNITY EVENTS

Richfield Township supports and sponsors events in an effort to encourage recycling, the environment, and to bring residents together in the community. The following are contributions for 2021.

- A. Community Day: \$2,000.00 to the Bath-Richfield Kiwanis to be used as a donation for 2021 Community Day expenses in accordance with Section 505.707 of the Ohio Revised Code.
- B. Shredding Event: an amount not to exceed \$300

XII. RUBBISH AND RECYCLING SERVICES

- A. Rumpke Waste & Recycling – A three-year contract was entered into for the period January 1, 2018 – December 31, 2020, with an additional two-year option.

	<u>Unit Cost Per Month</u>	<u>Township Monthly Cost</u>	<u>Township Annual Cost</u>
Year 2018	\$13.49	x 987 units = \$13,314.63	x 12 months = \$159,775.56
Year 2019	\$13.49	x 987 units = \$13,314.63	x 12 months = \$159,775.56
Year 2020	\$13.49	x 987 units = \$13,314.63	x 12 months = \$159,775.56
Optional Years			
Year 2021	\$14.26	x 987 units = \$14,074.62	x 12 months = \$168,895.44
Year 2022	\$14.26	x 987 units = \$14,074.62	x 12 months = \$168,895.44

- B. Great Lakes Recycling, Inc. dba Simple Recycling – textile recycling at no cost to the township.

XIII. YEAR 2021 PERSONNEL

The following is a current list of at will Township employees:

A. FULL-TIME EMPLOYEES

Service Foreman	Jerry Schall
Service/Road Casual Laborer	Don Rentz
Township Administrator	Melinda Remec

B. PART-TIME EMPLOYEES

Zoning Inspector	Laurie Pinney
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C. SEASONAL EMPLOYEES

Park Maintenance Laborer	TBD
Service/On-call snow plow driver	Domenico Olivo
Service/Summer	TBD

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

Mark Totten	(2021)
Patti Dorsett	(2022)
Harold Gaar	(2023)
Dwayne Gentner	(2024)
Vacant	(2025)
<u>Alternates:</u>	
Chris Sivak	(2021)
Vacant	(2021)

B. BOARD OF ZONING APPEALS

Robert Kapitan	(2021)
Geoffrey Graham	(2022)
Jeff Smola	(2023)
Natalie Grubb	(2024)
Vacant	(2025)
<u>Alternates:</u>	
Christi Gable	(2021)
Vacant	(2021)

C. RICHFIELD JOINT RECREATION DISTRICT

Jeffrey Deluca	(2021)
Bob Becker	(2022)
Sandy Apidone	(2023)

RICHFIELD TOWNSHIP BOARD OF TRUSTEES FEE SCHEDULE

EFFECTIVE JANUARY 01, 2021

ZONING CERTIFICATES

New Residence	\$1,000.00
Residential Accessory Structures & Additions.....	\$.10 per square foot (Minimum \$50.00)
Commercial/Industrial Structure.....	\$.25 per square foot (Minimum \$100.00)
Parking, Driveway, Loading, Sidewalk or other Impervious Surface.....	\$.05 per square foot
Fence.....	\$30.00 flat fee
Sign.....	\$50.00 + \$1.00 per square foot
Satellite Dish (over 28" in diameter).....	\$30.00 flat fee
Wireless Tower* New Tower.....	\$700.00
Amendment of existing permit (co-locate, change in height, etc).....	\$100.00

* If extraordinary costs become necessary in the process of review, including but not limited to any consulting or legal fees, those additional costs shall be paid by the applicant.

Temporary Buildings	
Residential.....	\$300.00
Residential Subdivision Development.....	\$500.00
Commercial/Industrial.....	\$500.00
Major or Minor Lot Split	\$100.00 per each newly created lot
Copy of Zoning Resolution	
E-Mail.....	\$ - Free-
Picked up hard copy.....	\$25.00
Mailed hard copy.....	\$30.00
Photocopies	
8.5 x 11.....	\$0.05 black & white
.....	\$0.10 color
8.5 x 14.....	\$0.10 black & white
.....	\$0.20 color
11 x 17.....	\$0.20 black & white
.....	\$0.50 color

BOARD OF ZONING APPEALS

Variance or Conditional Use Hearing

Residential.....	\$300.00
Commercial/Industrial.....	\$500.00
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

12/3/20
Date

Janet Jankura
Janet Jankura, Township Trustee

Jeff Shupe
Jeff Shupe, Township Trustee

Robert L. Luther
Robert L. Luther, Township Trustee

Attest:
Laurie Pinney

Laurie Pinney, Township Fiscal Officer