

RESOLUTION #15-2016

2017 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 2017.

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 agenda may include Acknowledgement of Governmental Visitors.
 - 3. 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.
 - 4. Motions must be clearly stated and may be prepared in advance for efficiency.
 - 5. 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.
 - 6. 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 Insurance and Worker's Compensation, OSHA, Personnel Policy Review, Media Liaison, Storm Water and Police & Fire Safety Service Contracts.
 - 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 \$29.58 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.
- 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 2017 for employees will be \$10 per pay for single coverage and \$20 per pay for couple/family coverage. Copay amounts for 2017 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, 2017.
 2. Vision insurance coverage is VSP with renewal January 1, 2017.
 3. Dental insurance coverage is Delta Dental with renewal January 1, 2017.
- 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 employees and elected officials at Cleveland Clinic Akron General Lifestyles facilities with renewal April 1, 2017.
- G. To complement the benefit plan, Aflac's range of policies is available for purchase. All policies are 100% employee-paid, billed directly to the employee by Aflac.

H. Custom Computer Solutions provides monthly computer maintenance and support. The Intersoft Group provides web hosting and electronic mail service for the township.

I. HOLIDAY SCHEDULE – 2017

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. 05/29/17 Memorial Day
2. 07/04/17 Independence Day
3. 09/04/17 Labor Day
4. 11/23/17 Thanksgiving Day
5. 12/25/17 Christmas Day

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. First Merit 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 2016.

IV. PERSONNEL POLICY AND EMPLOYEE BENEFIT

- 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 \$31.04 per hour.
- B. Full-time service/road laborer Don Rentz will be compensated at the rate of \$26.61 per hour.
- C. Emergency calls will be paid a two (2) hour minimum.
- D. Required uniforms for service department personnel shall be provided for through a contract with a uniform provider. The use of steel-toed boots is required. Full-time road/service department employees will receive \$400 in compensation with the first pay earned after January 1, 2017 for an annual clothing allowance.
- E. 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.
- F. 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.
- G. 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 \$22.44 per hour.
- C. Seasonal park employees will receive \$200 in compensation with the first pay earned after June 1, 2017, for an annual clothing allowance.

VII. ZONING

- A. Full-time Zoning Inspector/Director of Planning & Zoning, Laurie Pinney will be compensated at a rate of \$28.95 per hour.
- B. Fee Schedule for 2017 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 per year of service. Chairperson shall receive a bonus of \$200 per year and Vice Chairperson shall receive a bonus of \$100 per year.
- 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.

IX. FIRE & RESCUE SERVICES

A contract with the Village of Richfield for the period beginning January 1, 2015 and continuing through December 31, 2017 with an annual cost in 2017 of \$480,315.

X. POLICE SERVICES

A contract with the Village of Richfield for a period beginning January 1, 2015 and continuing through December 31, 2017 with an annual cost in 2017 of \$625,831.

XI. SENIOR SERVICES

- A. The Richfield Senior Center provides useful programs that promote the health and general welfare of all senior citizens of Richfield. Residents of Richfield Township are provided all programs offered by the Senior Center at the same membership rates as those of Richfield Village residents.
- B. Richfield Township, in accordance with Section 505.70 of the Ohio Revised Code, provides \$2,400 annually to be used exclusively for the operation, maintenance, use and programs offered by the Richfield Senior Center.

XII. RUBBISH AND RECYCLING SERVICES

- A. Rumpke Waste & Recycling – An option addendum/amendment to extend the contract for 2017 was approved September 15, 2016.

	<u>Unit Cost Per Month</u>	<u>Township Monthly Cost</u>	<u>Township Annual Cost</u>	
<u>Option Years</u> Year 2017	\$ 11.59	x 987 units = \$ 11,439.33	x 12 months = \$ 137,271.96	
B. Great Lakes Recycling, Inc. dba Simple Recycling – A three-year contract was entered into for the period June 19, 2014 – to June 19, 2017, with an additional three-year option at no cost to the township.				

XIII. YEAR 2017 PERSONNEL

The following is a current list of all Township employees:

A. FULL-TIME EMPLOYEES

<u>Position</u>	<u>Name</u>
Service Foreman	Jerry Schall
Service/Road Casual Laborer	Don Rentz
Township Administrator	Melinda Remec
Zoning Inspector/Director of Planning & Zoning	Laurie Pinney

B. SEASONAL EMPLOYEE

Park Administrator	Chris Eastwood
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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.

ZONING COMMISSION

Patti Dorsett (2017)
John Paulett (2018)
Chris Sivak (2019)
Jerry Ruediger (2020)
Vacant (2021)
Alternates:
Vacant (2017)
Vacant (2017)

BOARD OF ZONING APPEALS

Bob Lucas (2017)
Jeff Smola (2018)
Natalie Grubb (2019)
Ryan Rawlings (2020)
Mark Totten (2021)

Alternates:

Christi Gable (2017)
Vacant (2017)

RICHFIELD JOINT RECREATION DISTRICT

Rich Fleming (2017)
Dominic Cugini (2018)
Bob Becker (2019)

12/1/16
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

RICHFIELD TOWNSHIP BOARD OF TRUSTEES FEE SCHEDULE

EFFECTIVE JANUARY 01, 2017

ZONING CERTIFICATES

New Residence	\$ 1,000.00
Residential Accessory Structures & Additions.....	\$0.10 per square foot (Minimum \$50.00)
Commercial/Industrial Structure.....	\$0.25 per square foot (Minimum \$100.00)
Parking, Driveway, Loading, Sidewalk or other Impervious Surface.....	\$0.05 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 Review.....\$100.00 per each newly created lot

Work in Township Right-of-Way Where Permit is Required
by Zoning Resolution.....\$45.00 flat fee

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

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

Soccer

Fees for soccer field use 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