

RESOLUTION #01-2011

2011 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 2011.

NOW THEREFORE BE IT RESOLVED

I. TRUSTEES

A. Compensation for the Board of Township Trustees shall be based on an annual salary of \$12,346.00 to be paid in equal monthly payments in accordance with Ohio Revised Code 505.24.

B. The Board of Trustees shall hold two (2) Regular Meetings each month. The meetings will generally be held on the first Thursday of the month at 1.30 p.m. and the third Thursday of the month at 6.30 p.m. Meetings are usually held in the Richfield Township offices.

C. The separate areas of Trustee responsibility shall be as follows:

1. Trustee Gilmore: shall serve as Trustee liaison for the Road Department and Zoning,

2. Trustee Wyatt: shall serve as Trustee liaison for Parks/Recreation, Insurance and Worker's Compensation & OSHA and Records Commission,

3. Trustee Jankura: shall serve as Trustee liaison for Personnel Policy Review, Media Liaison and Police & Fire Safety Service Contracts.

D. Trustee Wyatt shall be the Township's representative to the JEDD Board.

II. ADMINISTRATION

A. Full-time Township Administrator, Linda Bowmer, will be compensated at a rate of \$25.45 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. Part-time Administrative Assistant, Debbie Bluso Rogers, will be compensated at a rate of \$14.75 per hour.

C. Expenses of the Trustees, Fiscal Officer or Administrator while in attendance at seminars, conventions or specially called meetings of the State or County Township Associations shall be paid from General Funds of the Township. Receipts are required.

D. All current employees are at will employees.

E. Agent for general liability, property, bonds and auto insurance is Wichert Insurance Agency. Agent for employee health, life, vision and dental is Burnham & Flower Insurance Agency and coverage will be offered as outlined in the Employee Handbook with all subsequent amendments.

F. 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 in August.

G. Digital Workspaces will continue to serve as the Township's web master.

H. Expense Reimbursement: In accordance with the Ohio Administrative Code 3309-1-52, the following shall be made record. Mileage rate is set at the current IRS rate for travel outside the township for township business in personal vehicles for all employees, elected or appointed.

Reimbursement expenses shall include, but not be limited to, transportation, parking costs, lodging at single occupancy rate, meals and non-alcoholic beverages in reasonable amounts, tips not to exceed fifteen per cent (15%), telephone calls related to Township business and registration fees. Receipts are required. Final approval for reimbursement shall be at the discretion of the Board of Trustees with the Fiscal Officer's attestation of available funds.

I. HOLIDAY SCHEDULE – 2011

1. 05/30/11 Memorial Day
2. 07/4/11 July 4th
3. 09/05/11 Labor Day
4. 11/24/11 Thanksgiving Day
5. 12/26/11 Christmas

In addition to the above listed holidays, employees will have seven (7) floating holidays. These holidays can be used as personal days with the approval of the supervisor of the department. As much advance notice as possible would be appreciated for scheduling purposes.

III. FISCAL

A. Compensation for the township Fiscal Officer shall be based on an annual salary of \$21,221.00 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 exact details of such transfers be provided to the Board of Trustees.

C. First Merit Bank will serve as public depository during the period of December 30, 2006 to December 31, 2011 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.

D. Temporary appropriations approximately in the amount of up to one third of the permanent appropriations from the year 2010.

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 7-2001 and all subsequent amendments thereafter, and the Substance Abuse Prevention Program policy adopted July 9, 2001.

B. The benefit of comp time will be available to all full-time employees as set forth in the amendment to the Employee Handbook. The amount of comp hours which can be accrued will be 120 hours.

C. Full-time employees working over forty (40) hours in any week will be paid one and one half (1.5) times their regular rate of pay, except for hours worked on Sundays and holidays, which will be paid at two times (2.0) their regular rate of pay.

V. SERVICE DEPARTMENT

A. Full-time Service Foreman, Jerry Schall, will be compensated at the rate of \$27.85 per hour.

B. Full-time service/road casual laborers Phil Hrusch will be compensated at the rate of \$24.65 per hour and Don Rentz will be compensated at the rate of \$22.25 per hour.

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

D. Uniforms for service department personnel shall be provided for through a contract with a uniform provider. The use of steel-toed boots is required. An annual clothing allowance not to exceed \$400 will be provided to each full-time road/service department employee.

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 November 15 to April 15. If they choose the cash payout, payment of the \$1,000 will be made to the employee on the next regular scheduled payday from April 15th.

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 laborer Chris Eastwood will be employed to work exclusively at the park and will be compensated at the rate of \$20.00 per hour.

C. An annual clothing allowance not to exceed \$200 will be provided for seasonal park employees.

VII. ZONING

A. Full-time Zoning Inspector/Director of Planning & Zoning, Laurie Pinney will be compensated at a rate of \$25.95 per hour.

B. Fee Schedule for 2011 as per attached schedule.

VIII. ZONING BOARDS AND COMMISSIONS: COMPENSATIONS AND SCHEDULE

A. Members of the Zoning Commission and Board of Zoning Appeals shall be paid a per meeting fee for their attendance at each legally constituted hearing or meeting of their respective bodies from the fees collected by the Zoning Inspector for Zoning Permits, Zoning Appeals and Rezoning Hearings. Up to sixty percent (60%) of the fees collected in Account 13-A shall be used to reimburse commission and board members for the time, expenses and inconvenience involved in the rendering of the professional services, distributed as follows: Zoning Commission and Board of Zoning Appeals members -- twenty-five dollars (\$25) per meeting. The balance of the fees collected shall remain in the Zoning Department accounts for Zoning Department expenses.

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 7:00 p.m. or as applications require.

IX. FIRE & RESCUE SERVICES

A. The contract with the Village of Richfield for the period beginning January 1, 2009 and continuing through December 31, 2011 remains in effect. The annual cost of the contract in 2011 will be \$385,514.09.

B. Jeff Shupe is hereby appointed as the Township Fire Prevention Officer per ORC 505.38b. As such he can attend a Trustee's Meeting each quarter as necessary with compensation not to exceed \$400 annually (\$100 per meeting attended). His duties shall include, but are not limited to, providing a detailed written report on the cause, origin and circumstance of each fire in Richfield Township where property is destroyed or damaged, as well as offering assistance and advice to the Board of Trustees on fire/EMS services and related issues as needed.

X. POLICE SERVICES

- A. The contract with the Village of Richfield for a period beginning January 1, 2010 and continuing through December 31, 2010 for an annual cost in 2010 of \$499,653.00 will remain in effect pending negotiation of a new contract.

XI. RUBBISH AND RECYCLING SERVICES

- A. J & J Refuse, A Kimble Company. – A three year contract was entered into for the period January 1, 2008 – December 31, 2010, with an additional two-year option. The Township elected to exercise the extension option for 2011 as follows:

	<u>Unit Cost</u> <u>Per Month</u>	<u>Township</u> <u>Monthly Cost</u>	<u>Township</u> <u>Annual Cost</u>
Year 2011	\$ 14.49	x 952 units = \$ 13,794.48	x 12 months = \$ 165,533.76

XII. YEAR 2011 PERSONNEL

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

A. FULL-TIME EMPLOYEES

<u>Position</u>	<u>Name</u>
Service Foreman	Jerry Schall
Service/Road Casual Laborer	Phil Hrusch
Service/Road Casual Laborer	Donald Rentz
Township Administrator	Linda Bowmer
Zoning Inspector/Director of Planning & Zoning	Laurie Pinney

B. PART-TIME EMPLOYEE

Administrative Assistant	Debbie Bluso Rogers
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C. SEASONAL EMPLOYEE

Park Administrator	Chris Eastwood
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XIII. BOARD MEMBERS

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

ZONING COMMISSION

Douglas Mory (2011)
Jerry Ryba (2012)
John Paulett (2013)
Arlene Pepera (2014)
Kurt Kocias (2015)

Alternates:

Patti Dorsett (2011)
Annie Demko (2011)

BOARD OF ZONING APPEALS

Frank Aveni (2011)
Bob Lucas (2012)
Mark Salopek (2013)
Natalie Grubb (2014)
Ken Bowmer (2015)

Alternates:

Dennis Skoda (2011)
Mike Fremon (2011)

Date

Laurie Peters Gilmore, Township Trustee

David R. Wyatt, Township Trustee

Attest:

Janet Jankura, Township Trustee

Laurie Pinney, Township Fiscal Officer

RICHFIELD TOWNSHIP BOARD OF TRUSTEES FEE SCHEDULE

EFFECTIVE JANUARY 01, 2011

ZONING CERTIFICATES

New Residence	\$ 800.00
Residential Accessory Structures & Additions.....	\$0.10 per square foot (Minimum \$50.00)
Commercial/Industrial Structure.....	\$0.25 per square foot (Minimum \$100.00)
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.....	\$0.10 black & white
.....	\$0.50 color
8.5 x 14.....	\$0.15 black & white
.....	\$0.75 color
11 x 17.....	\$0.25 black & white
.....	\$1.50 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 conditional use.....	\$150.00 residential \$500.00 commercial

Appeal of Zoning Inspector Decision.....	\$300.00
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ZONING ADMINISTRATION

Application for Rezoning or Text Amendment.....	\$1,000.00
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Subdivision Site Plan Review where required by Zoning Resolution

Residential.....	\$800.00
Commercial/Industrial.....	\$800.00