
**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
DECEMBER 27, 2018
ORGANIZATIONAL MEETING**

The Springfield Township Board of Trustees held a meeting Thursday, December 27, 2018 at 6:00 p.m. at the Springfield Township Town Hall, 2459 Canfield Road, Akron, Ohio. Purpose of the meeting: Organizational Meeting and for any other matters properly brought before the Board.

The meeting was called to order by Dean Young. Sharon Harms, Fiscal Officer, called the roll. Roll Call: Mrs. Davis (here); Mr. Young (here); Mr. DiLauro (here). Warren Price, Township Administrator and Patty Price, Secretary were also present.

2018 BUSINESS

ADM 238-18 Dean Young: I move to approve carryover of vacations for non-contract and contract personnel as authorized by non-contract policy manual and union contracts. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

ADM 239-18 Dean Young: I move to approve the Temporary Appropriations for 2019 per the attached listing. Per ORC 5705.38C regarding Budgetary Control, appropriation measures shall be classified so as to set forth separately the amounts appropriated for each department. Our legal level of control is set as ‘Personal Services’ and ‘Other’ per fund. The Fiscal Officer will certify this Resolution and forward a copy of the Temporary Appropriations to the Summit County Budget Committee for recording pending Permanent Appropriations for 2019 to be filed by April 1, 2019. Seconded by Joe DiLauro. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

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ZONING 240-18 Dean Young: I move to approve Superior Drainage Contractors to ‘Estimate, excavate and replace up to 28 feet of 8 inch storm sewer at 2625 Top Flight Drive. Remove sidewalks as needed and back fill with premium material. Camera and jet the rest of line and advise of any further problems’ at a cost of \$3,800.00 to be taken from Fund Line 2021-330-360. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

NUISANCE ABATEMENT - 946 Onondago Trail

Dean Young: We have before us a Nuisance Abatement for 946 Onondago Trail. Is there anyone in the audience representing 946 Onondago Trail? No response. Due notice has been given to the property owners. If there is a condition to get Health Department approval, the structure could be condemned. Current photographs are in the file.

ZONING 241-18 Dean Young: I move to declare the property located at 946 Onondago Trail, Parcels #51-01675 and 51-01676 a nuisance and initiate abatement under the provisions of Ohio Revised Code, Section 505.87 (Trash/Debris). Seconded by Joe DiLauro. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

Dean Young: Is there any other unfinished business for year 2018. If none, let the record reflect 2018 business has been completed.

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NEW BUSINESS - 2019

ADM 001-19 Dean Young: I nominate Joe DiLauro as Chairman for 2019. Seconded by Joe DiLauro. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

ADM 002-19 Joe DiLauro: I nominate Dean Young as Vice Chairman for 2019. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

Election held as mandated by Ohio Revised Code at the beginning of this organizational meeting. I would like to proceed with the Organizational Meeting at this time. First of all, a schedule of regular meetings will be attached to the minutes of this meeting and forwarded to the media for 2019.

**SPRINGFIELD TOWNSHIP
ORGANIZATIONAL RESOLUTION - (#003-19)**

Section 1 The regularly scheduled meetings of the Springfield Township Board of Trustees will be held according to the attached schedule. Notification of regularly scheduled and any special meetings will be sent to the Akron Beacon Journal, The Suburbanite, The South Side Leader, and the Springfield Township Cable Board.

Section 2 The following Trustee liaison appointments are hereby made for 2019:

Trustee/Issue I/District 8/Contracts	Dean Young
Trustee/NEFCO	Deborah Davis
Trustee/Township Reworks Waste Management	Deborah Davis
Trustee/News Media*	Dean Young

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Trustee/Comm. Dev. Block Grant (CDBG)	Dean Young
Trustee/AMATS	Joe DiLauro
Health District Representative	Joe DiLauro

**Chairman as determined by the Ohio Revised Code*

Also, all trustees are assigned as liaisons for the operations of the Township Departments: These are Zoning, Police, Fire, Parks, Road, and the Community/Senior Center.

Section 3 Per the provisions of 146.03 and 146.04 of the Ohio Revised Code, the Volunteer Fire Fighters' Dependents Fund requires that each Township provide five elected Board members: Two trustees (legislative); Two Fire Department members; and a fifth member appointed by the four above to serve on that Board. Of the above members, one is also appointed as Chairperson. I, therefore, move to appoint Trustee, Deborah Davis, and Trustee, Joe DiLauro, as the legislative appointees, and Fire Chief, Vic Wincik, and Captain, Steve Simich, from the Fire Department. Sharon Harms is appointed as the fifth Board member and Vic Wincik is appointed as Board Secretary.

Section 4 Huntington Bank shall continue to provide banking services for the Township per the Depository Agreement on file in the Fiscal Office. The Fiscal Officer is authorized to invest funds into a Certificate of Deposit, Star Ohio Investments, as well as continue with the SWEEP checking account as per the Investment Policy on record with the Auditor of State Office and on file in the Fiscal Office, subject to further decision from the Board.

Section 5 The following persons shall be authorized to sign warrants, purchase orders, contracts, and vouchers. Trustees Deborah Davis, Dean Young, Joe DiLauro, Fiscal Officer Sharon Harms. Only elected

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officials are authorized to enter into contracts and service agreements. Individuals not authorized to sign will be held personally responsible.

- Section 6** The Board of Trustees hereby authorizes the Fiscal Officer to make appropriation modifications within the same fund during the year to meet financial obligations with the knowledge of the Board of Trustees as reported in the monthly fiscal reports distributed to the Board of Trustees and Department Heads. The level of control for appropriations is set at Personal Services (salaries and related personnel costs) and Other, which means that movement of monies from Personal Services to Other or vice-versa will require approval by Board resolution. Also, transfers and advances of monies from fund to fund shall require approval by Board resolution.
- Section 7** All employees shall be participants of either OPERS (Ohio Public Employees Retirement System), the Police & Fire Disability & Pension Fund, or Social Security as outlined by ORC and the OPERS and OP&F Manuals.
- Section 8** Medical insurance for eligible Township employees shall be provided by Anthem through December 31, 2019. Plans in effect through December will be reviewed by the Insurance Committee and brought to the Board for approval by September 1, 2019. If the Board wishes to change insurance carriers for the benefit of the employees, proper procedures and notifications shall be made. Basic NEO will be administering our Health Reimbursement Account (HRA) and COBRA for eligible Township employees through December 31, 2019.

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- Section 9 Health & Life Insurance shall be offered to elected officials.**
- Section 10 The Board of Trustees shall exercise their option to hire special and/or temporary help in all departments as needed.**
- Section 11 Mileage rate is set at the 2019 IRS rate of .58 cents per mile for township business in personal vehicles outside of the township, when township vehicles are unavailable. This applies to all employees whether elected or appointed.**
- Section 12 The Trustees & Fiscal Officer will be paid annual salaries as allowed in ORC 505.24 and HB408 divided into twelve equal payments. Per the ORC, the salaries follow the Certificate of Estimated Resources received from the County, known as the “budget” for compensation purposes.**
- Section 13 Per Ohio Attorney General Opinion 82-006, the Administrative, Police, Fire, Highway, Parks, and Senior Center Departments are authorized to provide hospitality beverages (i.e. coffee, tea, etc) to all Township employees during their regularly scheduled workday. Hospitality items requested for special occasions are also approved on a case-by-case basis, upon review and approval by the Board of Trustees.**
- Section 14 The Township shall implement and file with the Superintendent Of Insurance, Section 3929.86 of the Ohio Revised Code, “Claims against policy proceeds for payment of property taxes and the costs of removal or repair of premises in certain fire losses,” and authorizes the Fire Department to notify a property owner and/or their insurance company of this claim after a fire. It shall be the responsibility of the Fire Chief to coordinate all activities relative to this section with the Fiscal Officer. The Board of Trustees shall be notified upon the deposit of insurance proceeds pursuant to ORC**

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3929.86 and any release prior to completion of repairs, removal or securing of the building or structure shall require approval by the Board of Trustees.

Section 15 Pursuant to ORC 5705.41(D) the Fiscal Officer may prepare purchase orders, blanket certificates (under \$10,000) and super blanket certificates (over \$10,000) based on the Township's 2019 appropriations.

Section 16 The Fiscal Officer is authorized, upon notification of the respective department head and the prior approval of the Chairman of the Board, to place employment advertisements to place or replace regular and/or part-time employees who have separated from the Township.

Section 17 The Township is authorized to dispose of unneeded, obsolete, or unfit personal property including motor vehicles by internet auction during calendar year 2019, per ORC 505.10. The Springfield Township website at www.springfieldtownship.us includes a link to the Ebay store where a listing of items by seller I.D. of "Springtwp71" may be viewed.

Section 18 The Zoning Inspector is authorized to send mowing letters for property owners for their obligations under Law for 2019 as the Zoning Administrator sees appropriate. The costs will be assessed to the property owners' taxes.

Section 19 The Zoning Administrator is given authority to assign work orders to independent contractors under separate purchase orders to abate nuisances on properties within the Township and approve payments to the contractors for work performed in an amount not to exceed \$2500. Any work which costs over \$2500 will require the Board of Trustees approval prior to assignment and payment. All costs for

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Nuisance Abatements, including an Administrative fee of \$75, shall be certified as an assessment to the property owners taxes.

Section 20 The Board approves the agreement with Springfield Township Local Cable Communications Board to continue payment of 2% of the franchise fees received from Spectrum for Springfield Township cable subscribers. The local Cable Board provides services and programming available through the local public access channel 1023. The Township receives 5% of the franchise fees each quarter. The Township's 3% share of the franchise fees are receipted in the General Fund designated for parks use.

Section 21 The Board of Trustees adopts the following procedures for the orderly conduct of its business, to be directed by no less than a majority of its members:

- 1. Agenda items to be considered by the Board at the request of the Department Heads should be provided to the Township Administrator no later than the Tuesday preceding a scheduled meeting of the Board. Absent a demonstrated emergency or other good cause, such items will not be considered by the Board until the next scheduled meeting if it is not submitted by the deadline.**
- 2. Absent demonstrated emergency, Department Heads and other employees seeking administrative direction or other decisions from the Trustees shall submit their requests for decisions at a scheduled Department Head Meeting.**
- 3. When an emergency or other good cause compels obtaining direction from a Trustee or Trustees outside of a scheduled Department Head Meeting or Work Session, reasonable effort shall be made to seek direction from at least two Trustees.**
- 4. The Trustees shall all be given full and equal access and information regarding each Township Department. If a Department Head feels it necessary to provide a report or make a request bearing on the operations of his Department, the same**

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report and request will be given to all Trustees, confirmed by email or writing to include the date and time of original report or request.

Section 22 The Board approves that all current administrative personnel, non-union employees, or at-will employees shall be rehired beginning January 1, 2019 as at-will employees. Payroll for 2019 will commence on 12/17/18, with a pay date of 1/4/19 and conclude on 12/15/19 , with a pay date of 12/20/19.

Section 23 Employees approved for reimbursement for use of a personal cell phone, pursuant to Policy 500.43, shall be paid a reimbursement of \$15.00 per month, payable on a quarterly reimbursement basis.

Section 24 If a pay day falls on a bank holiday, the Fiscal Officer is authorized to issue regular payroll checks on the Thursday prior to pay day.

Section 25 The Board authorizes the Township Administrator to close Canfield Road/Boat Launch when necessary for public events on the lake front.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees of Springfield Township, Summit County, Ohio, to accept this Organizational Resolution as outlined.

ADM 003-19 Dean Young: I move that we accept the Year 2019 Organizational Resolution. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

I, Sharon Harms, Fiscal Officer of the Springfield Township, Summit County, Ohio, do hereby certify that the foregoing Resolution has been dully and regularly adopted by the Board of Trustees of Springfield Township at a meeting held December 27th, 2018.

Sharon Harms, Fiscal Officer

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**ADM 004-19 Dean Young: I move to adjourn. Seconded by Deborah Davis.
Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).**

Joe DiLauro, Chairman

Dean Young, Vice Chairman

ATTEST

Deborah Davis, Trustee

Sharon Harms, Fiscal Officer

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