
SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
APRIL 10, 2025
MINUTES

The Springfield Township Board of Trustees held a meeting on Thursday, April 10, 2025 at 4:00 pm at The Springfield Township Town Hall, 2459 Canfield Road, Akron, Ohio, 44312.

CALL TO ORDER

By Joe DiLauro

PLEDGE OF ALLEGIANCE

ROLL CALL

By Patty Price - Mrs. Chapman (here); Mr. DiLauro (here); Mr. Caudill (here); Mr. Spickard (here).

ADM 078-25 **Joe DiLauro:** I move to go into Executive Session for the purpose of discussing legal issues pending litigation. Session to include the Board of Trustees, its Legal Representative, Administrative Assistant and other Department Heads when called upon by the Board. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

The Board went into Executive Session.

The Regular Meeting resumed.

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PUBLIC HEARING

**CHANGES TO RIPARIAN/WETLAND SETBACK
STANDARDS TO REPEAL OUR CURRENT STANDARDS AND
REPLACE WITH SUMMIT COUNTY STANDARDS**

Jamie Carlini, West Parkway: Clean Water Act was established 50 years ago. We need to protect our lakes and streams. My point is: Are you going to leave it better than you found it. Think about it.

Kelly Chapman: It is our best interest to repeal our current standards. We do not have the money or manpower to enforce the riparian/wetland setback standards.

The Public Hearing closed.

MOTIONS

ADM 079-25 **Joe DiLauro:** I move to dispense with reading of the minutes and approve the minutes to date. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ADM 080-25 **Joe DiLauro:** I move to approve payment of bills and payroll as prepared by the fiscal officer, subject to audit. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ADM 081-25 **Joe DiLauro:** I move to approve the annual payment to the Summit County Public Health Department for Storm Water Service Fees in the amount of \$4,377.78 and paid from fund

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1000-110-500. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ADM 082-25 Joe DiLauro: I move to approve the payment for Legal Services rendered by Harpst Becker LLC in the amount of \$3,921.21 and paid from fund line 1000-110-311-1009. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ADM 083-25 Joe DiLauro: I move to approve payment to Sedgwick in the amount of \$7,690.00 and paid from fund line 1000-110-230 in the amount of \$1,153.50, fund line 2031-330-230 in the amount of \$692.10, fund line 2081-210-230 in the amount of \$2,537.70, and fund line 2191-230-230 in the amount of \$3,306.70. This is for our third-party administration services for workers' compensation. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ADM 084-25 Joe DiLauro: I move to approve the attached Part-Time Zoning Assistants Job Description. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

FISCAL 085-25 Joe DiLauro: I move to approve an advancement of \$50,000.00 to fund 2911 for the 2024 SAFER grant from fund line 1000-920-920. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

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PARKS 086-25 **Joe DiLauro:** I move to approve the attached resolution authorizing the application for financial assistance for public recreation purposes for the State of Ohio Natureworks Grant. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

PARKS 087-25 **Joe DiLauro:** I move to approve the removing and scrapping of the 5-9 year old playground structure located in the southwest corner of the playground located next to the Canfield Road Pavillion. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

FIRE 088-25 **Joe DiLauro:** I move that the Springfield Township Board of Trustees accept the voluntary resignation of Jacob Chapman from the Springfield Township Fire Department, effective immediately. Per Article 29 of the Part-Time Firefighter Collective Bargaining Agreement under Scheduling, employees are required to schedule and work a minimum of 24 hours per month. Employees who do not fulfill this commitment for a period of six consecutive months shall be considered to have voluntarily resigned and shall be removed from the part-time roster. We thank Jacob for his service and dedication to the department and the community. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

FIRE 089-25 **Joe DiLauro:** I move that the Springfield Township Board of Trustees accept the voluntary resignation of Adriano Schoene from the Springfield Township Fire Department, effective immediately. Per Article 29 of the Part-Time

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Firefighter Collective Bargaining Agreement under Scheduling, employees are required to schedule and work a minimum of 24 hours per month. Employees who do not fulfill this commitment for a period of six consecutive months shall be considered to have voluntarily resigned and shall be removed from the part-time roster. We thank Andriano for his service and dedication to the department and the community. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

FIRE 090-25

Joe DiLauro: I move that the Springfield Township Board of Trustees accept the voluntary resignation of Part-Time Firefighter Brittiany Gemind from the Springfield Township Fire Department, effective April 29th, 2025. Firefighter Gemind has chosen to step away from her position in order to dedicate more time to her family and focus on the demands of her full-time career. We are grateful for Brittiany's dedication, professionalism, and commitment to the department and the Springfield Township community during her time with us. We wish her all the best in her future endeavors. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

FIRE 091-25

Joe DiLauro: I move that the Springfield Township Board of Trustees formally accept the retirement of Firefighter Daniel Chapman Sr., effective April 27, 2025, after 25 years of dedicated and honorable service to the Springfield Township Fire Department. Firefighter Chapman has exemplified professionalism, commitment, and excellence throughout his career. His contributions to the department, our personnel, and the community have been immeasurable,

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and his departure marks a significant loss to our organization. We are pleased to share that Firefighter Chapman has requested—and has been approved—to remain with the department in a part-time capacity. We sincerely thank him for his continued service and extend our deepest gratitude for all he has done for the department and the residents of Springfield Township. Seconded by Jeremy Caudill. Roll Call: Mrs. Chapman (abstained); Mr. DiLauro (yes); Mr. Caudill (yes).

FIRE 092-25 Joe DiLauro: I move to authorize the appointment of Daniel Chapman Sr. to the position of Part-Time Firefighter-Medic effective 04/28/2025. The appointment will follow the terms and conditions of employment as outlined in the current Part-Time Firefighter collective bargaining agreement. Seconded by Jeremy Caudill. Roll Call: Mrs. Chapman (abstained); Mr. DiLauro (yes); Mr. Caudill (yes).

FIRE 093-25 Joe DiLauro: I move to authorize the repair of the Springfield Township Fire Departments AutoPulse units at a cost not to exceed \$4,038.00. Payment will be made to Zoll Medical Corporation, and paid from fund 2191-230-323-0000. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

POLICE/FIRE 094-25 Joe DiLauro: I move to approve the invoice from Summit County Public Safety in the amount of \$11,240.00 for the annual Radio Maintenance & Operation fees and paid to Summit County Fiscal Officer from Fund line 2081-210-360 in the amount of \$6,480.00 and fund line 2281-230-360 in the amount of \$4,760.00. Seconded by Kellie Chapman.

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Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

POLICE 095-25 Joe DiLauro: It is with regret that the Board of Trustees is acknowledging the receipt of the resignation letter from Officer Hunter Chapman. The Board of Trustees will accept Officer Chapman's resignation. We thank you for all your hard work and we wish you the best in your future endeavors. I move to accept the resignation of Officer Hunter Chapman effective 3/10/25. Seconded by Jeremy Caudill. Roll Call: Mrs. Chapman (abstained); Mr. DiLauro (yes); Mr. Caudill (yes).

POLICE 096-25 Joe DiLauro: I move to accept the resignation of Part-time Police Officer Jamar Watkins effective 3/31/25. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

POLICE 097-25 Joe DiLauro: I move to approve the quote from Richards Garage, in the amount of not to exceed \$4,500.00 for Unit #914 transmission repair, and to be paid from fund line 2081-210-323-0904. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

POLICE 098-25 Joe DiLauro: I move to accept the 2024 Edward Byrne Justice Assistance Grant (JAG) in the amount of \$20,616.10 for the purchase of new computers. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

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POLICE 099-25 Joe DiLauro: I move to approve the attached FOP Full-time Bargaining Agreement Memorandum of Understanding Shift Bid Schedule. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

POLICE 100-25 Joe DiLauro: I move to promote Officer Daniel Fidoe to full-time status effective April 14, 2025, with a rate of pay as outlined in the current full-time officer collective bargaining agreement. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ZONING 101-25 Joe DiLauro: I move to approve the Zoning Commissions recommendation for the repealing of Springfield Townships Riparian Setback Standards for the Summit County's Riparian Setback Ordinances. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ROAD 102-25 Joe DiLauro: I move to approve the quote from 83 Construction in the amount of \$31,000.00 for the purchase and construction of a 32 x 64 Britespan Hoop Building and paid from fund line 2231-330-360. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ROAD 103-25 Joe DiLauro: I move to accept and enter a contract with Summit County Engineer for the 2025 Pavement Program and make direct payment to Melway Paving in the amount not to exceed \$240,000.00 and paid from Fund lines 1000-330-360 in the amount of \$50,000.00 and 2031-330-360 in the amount of \$190,000.00, for the 422 Chip Seal programs.

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Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ROAD 104-25 Joe DiLauro: I move to accept and enter a contract with Summit County Engineer for the 2025 Pavement Program and make direct payment to Geauga Highway in the amount not to exceed \$390,000.00 and paid from Fund line 2031-330-360 for the 405 Motor-Pave programs. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

ROAD 105-25 Joe DiLauro: I move to accept and enter a contract with Summit County Engineer for the 2025 Pavement Program and make direct payment to Spano Bros in the amount not to exceed \$100,000.00 and paid from Fund lines 2031-330-360 in the amount of \$70,000.00 and 2231-330-360 in the amount of \$30,000.00 for the Concrete repair programs. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).

PUBLIC INPUT

- **Tim Huffman, 457 Taylor Road: I would like to thank the Road Department for the excellent work they do.**

ANNOUNCEMENTS

- **Jeremy Caudill: 1043 Spectrum Community Channel**
- **Kellie Chapman: Fire Department Open House, April 26th from 11am-2pm**
- **Jeremy Caudill: Springfield High School Carnival, April 26th.**

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ADM 106-25 **Joe DiLauro: I move to adjourn. Seconded by Kellie Chapman. Roll Call: Mrs. Chapman (yes); Mr. DiLauro (yes); Mr. Caudill (yes).**



Joe DiLauro, Chairman



Kellie Chapman, Vice Chairman



Jeremy Caudill, Trustee



Mike Spickard, Fiscal Officer

04102025botmin
Minutes prepared by
Patty Price, Secretary

#084-25

SPRINGFIELD TOWNSHIP

Job Description

Job Title: **Zoning Assistant**

FLSA STATUS:	Nonexempt	JOB CODE:	Part Time
SALARY LEVEL:	To be Determined	LOCATION:	Administration Building
DEPARTMENT:	Zoning/Administration	PROBATION:	One Year
SUPERVISOR:	Zoning Administrator		
APPROVED DATE:	April 10, 2025		
REVISION DATE:	April 10, 2025	BOT#	<u>084-25</u>

SUMMARY

Perform general secretarial duties for the Zoning department including the Zoning Commission and the Board of Zoning Appeals. Perform any other assignments as required by the Zoning Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform all job responsibilities as directed by the Zoning Administrator, including responsibilities detailed below.

- Organize, update, and maintain zoning files and records.
- Assist with zoning code enforcement.
- Investigate zoning code violations, document findings, and prepare notice of violations.
- Provide information about zoning related topics to the public, personnel, and other departments and agencies.
- Compose professional zoning correspondence to the public, personnel, and other departments and agencies.
- Enter data into computer systems utilizing a variety of software programs.
- Research and compile data on zoning related matters.
- Type, proofread, and distribute reports, documents, and correspondence.
- Manage schedules, make and confirm appointments, and arrange meetings.

- Attend zoning meetings and provide input on zoning related matters.
- Handle special projects and other assigned tasks.
- Assist with preparation of materials for Planning Commission and Board of Zoning Appeals meetings.

Attends Zoning Commission and Board of Zoning Appeals meetings outside of normal business hours for the purpose of performing such duties as listed below.

- Distribute agendas, take attendance, and record motions, actions, and decisions.
- Review and edit minutes, distribute draft minutes, and transcribe from voice recordings
- Maintain files, provide reports, and distribute letters.

Perform receptionist duties, including responsibilities as defined below.

- Greet visitors, answer and direct phone calls, relay messages, screen calls, and provide information and assistance.
- Maintain an organized reception area.
- Receive, sort and distribute incoming mail and prepare outgoing mail.
- Provide general administrative support.

MINIMUM QUALIFICATIONS

High school diploma or GED required.

General office experience preferred but not required, with consideration given for zoning experience.

Working knowledge of office equipment, including phones, computers, copiers, and scanners.

Computer skills with proficiency in Microsoft Word, Excel, and the Internet.

Must be detail-oriented and efficient in performance of tasks.

Ability to establish and maintain good working relationships with staff and public, and able to handle complaints in a manner that projects a positive public relations image.

Ability to make routine computations and enter data accurately.

Must have good oral and written communication skills; proficiency in spelling and grammar and the English language; ability to effectively present information in one-on-one and group situations.

Ability to understand and follow specific instructions and procedures.

Ability to work independently in the accomplishment of assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to operate a computer. The employee is required to stand, walk, sit, reach for objects, speak, and hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

SPRINGFIELD TOWNSHIP BOARD OF TRUSTEES

RESOLUTION AUTHORIZING THE APPLICATION FOR FINANCIAL ASSISTANCE FOR PUBLIC RECREATION PURPOSES FOR THE STATE OF OHIO NATUREWORKS GRANT

RESOLUTION NO. 086-25

The Board of Trustees of Springfield Township met in regular session on April 10, 2025 at 4:00pm in the Springfield Township Town Hall, 2459 Canfield Road, Akron, Ohio, with all Trustees present.

All formal actions of this Board concerning and relating to the adoption of this Resolution were made at an open meeting of the Board in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Joe DiLauro presented the following Resolution and moved its adoption:

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the State of Ohio NatureWorks grant program and

WHEREAS, Springfield Township desires financial assistance under the NatureWorks Grant Program,

NOW, THEREFORE, be it resolved by the Springfield Township, Summit County Ohio Board of Trustees:

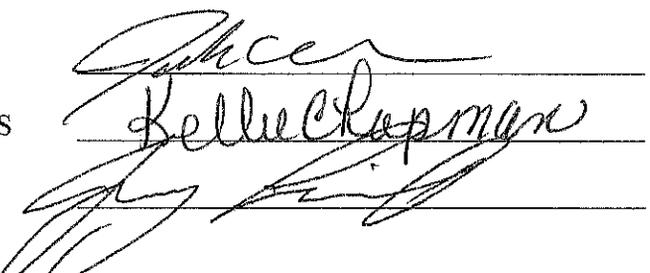
1. That the Springfield Township Board of Trustees approves filing this application for financial assistance.
2. That Eric Lyall, Service Dept Foreman and Ted Weinsheimer, Assistant to the Board of Trustees are hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.
3. That the Springfield Township Board of Trustees do agree to obligate the funds required to satisfactorily complete the proposed project up to a maximum amount of \$60,000.00 to be disbursed from fund line 1000-610-730-2913 and become eligible for reimbursement under the terms of the **NatureWorks Grant Program**.

Kellie Chapman seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. Joseph DiLauro-YES

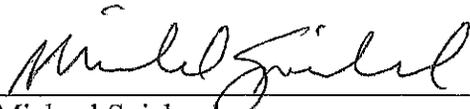
Mrs. Kellie Chapman-YES

Mr. Jeremy Caudill-YES



CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of resolution adopted by the Springfield Township Board of Trustees held on the 10th day in the month of April, 2025, and that I am a duly authorized to execute this certificate.



Michael Spickard
Fiscal Officer

SPRINGFIELD TOWNSHIP BOARD OF TRUSTEES

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WHEREAS, Springfield Township desires financial assistance under the NatureWorks Grant Program,

NOW, THEREFORE, be it resolved by the Springfield Township, Summit County Ohio Board of Trustees:

1. That the Springfield Township Board of Trustees approves filing this application for financial assistance.
2. That Eric Lyall, Service Dept Foreman and Ted Weinsheimer, Assistant to the Board of Trustees are hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.
3. That the Springfield Township Board of Trustees do agree to obligate the funds required to satisfactorily complete the proposed project up to a maximum amount of \$60,000.00 to be disbursed from fund line 1000-610-730-2913 and become eligible for reimbursement under the terms of the **NatureWorks Grant Program**.

Kellie Chapman seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. Joseph DiLauro-YES

Mrs. Kellie Chapman-YES

Mr. Jeremy Caudill-YES

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of resolution adopted by the Springfield Township Board of Trustees held on the 10th day in the month of April, 2025, and that I am a duly authorized to execute this certificate.

Michael Spickard
Michael Spickard
Fiscal Officer

MEMORANDUM OF UNDERSTANDING
SHIFT BID SCHEDULE

Springfield Township, hereinafter referred to as the ("Employer") and the Fraternal Order of Police/Ohio Labor Council, hereinafter referred to as the ("Union") enter into this "Memorandum of Understanding" (M.O.U.) to provide for the ability of the Employer to hire experienced certified peace officers at a rate of pay commensurate with their experience and with service credit for vacation. The parties agree as follows:

1. Article 19, Pay Schedule shall be amended to add a new Section 2 as set forth below:

ARTICLE 19
PAY SCHEDULE

Section 1. Maintain current contract language.

Section 2. *At the discretion of the Employer, an applicant for employment as a patrol officer may be given service credit for prior police service and be hired in at a rate other than the entry level rate."*

2. *Article 25, Vacation shall be amended as set forth below*

ARTICLE 25
VACATION

Section 1. Accrual. Vacation eligibility is based on continuous full-time service with the Employer, *except as set forth in Section 2.* Each member of the bargaining unit shall earn paid vacations to be taken in such manner herein provided:

After 1 through 6 years of service	80 hours
7 through 12 years of service	120 hours
13 through 18 years of service	160 hours
19 years of service and over	200 hours

Vacation time shall be credited to a new employee upon completion of one year of service. Thereafter, vacation time to which an employee would be entitled during the calendar year shall be credited at the beginning of each calendar year. Vacation for partial years of service shall be pro-rated based upon continuous years of service at the time of any pay out of accrued vacation.

Section 2. Credit/Part-Time Credit. In computing service for vacation purposes, full credit shall be given for all service rendered in the probationary status, provided such members immediately after probationary status becomes an employee eligible to receive vacation.

- A. Part-Time Credit. To compute service for vacation pay and eligibility purposes, an employee will receive three (3) months' credit for every full year of part-time service with the Township.
- B. Service with other Townships. Pursuant to Ohio Revised Code section 9.44. if an employee has prior service with another Ohio township, he or she shall receive vacation service credit to be applied to the above vacation schedule, however he or she shall not be allowed to transfer actual vacation time.
- C. Prior Police Service. At the discretion of the Employer, a new hire with prior police service at a public entity other than an Ohio township, may be given prior service credit for vacation.
- D. Pursuant to Section 1 above, vacation time is credited to a new employee upon completion of one year of service. In the discretion of the Employer, prorated vacation time may be provided at the beginning of the calendar year following the date of hire, based upon the amount of time worked in the calendar year of hire.

3. Seniority shall continue to be based upon Article 16 of the agreement and no seniority credit shall be given for experienced new hires.

For Springfield Township

For the Union

Jack Simone, Police Chief

James Wagener, FOP/OLCI

Date

Date

3/19/25

Billie Conroy #144
Billie Conroy

W. W. Warple 222
WUAT WARPLE

