
**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

The Springfield Township Board of Trustees held a meeting Wednesday, December 28, 2015 at 4:30 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 at 5:05 p.m. by Dean Young. Sharon Harms, Fiscal Officer, called the roll. Roll Call: Mrs. Davis (here); Mr. Young (here); Mr. DiLauro (here).

2015 BUSINESS

ADM 355-15 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 356-15 Dean Young: I move we go into Executive Session to discuss wages for non-contract personnel. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

The Board went into Executive Session at 5:10 p.m.
The Regular Meeting resumed at 5:40 p.m.

ADM 357-15 Dean Young: I move to approve wages for non-contract personnel per the attached wage schedule beginning with Payroll #1 in 2016. Seconded by Joe DiLauro. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

ZONING 358-15 Dean Young: I move to approve participation in the Summit County Land Bank Side Lot & Vacant Land Transfer Program. Seconded by Joe DiLauro. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

ADM 359-15 Dean Young: I move to confirm the recommendation of the Insurance Committee convened pursuant to the several employee union agencies to provide for medical/hospitalization insurance for full time employees in 2016 (copy of the minutes of the Insurance Committee Meeting on 12/18/15 attached). Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

ADM 360-15 Dean Young: I move to establish an Architectural Review Board to be comprised of the members of this Board of Trustees to establish architectural requirements for exterior appearance for all new commercial construction in the Township. Seconded by Joe DiLauro. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

Dean Young: Are there any other unfinished business for year 2015. If none, let the record reflect 2015 business has been completed .

NEW BUSINESS - 2016

Sharon Harms, Fiscal Officer, asked for a nomination for Chairman for 2016.

ADM 001-16 Joe DiLauro: I nominate Dean Young as Chairman for 2016. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

Sharon Harms, Fiscal Officer, asked for a nomination for Vice Chairman for 2016.

ADM 002-16 Dean Young: I nominate Joe DiLauro as Vice Chairman for 2016. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

Dean Young: Election held as mandated by Ohio Revised Code at the beginning of this organizational meeting. I would like to proceed with the Organization 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 2016.

**SPRINGFIELD TOWNSHIP
ORGANIZATIONAL RESOLUTION - (#003-16)**

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 2016:

Trustee/Issue I/District 8/Contracts	Dean Young
Trustee/NEFCO	Deborah Davis
Trustee/Township Waste Management	Deborah Davis
Trustee/News Media*	Dean Young
Trustee/Comm. Dev. Block Grant (CDBG)	Joe DiLauro
Trustee/AMATS	Dean Young
Health District Representative	Joe DiLauro

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

***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 Caption, 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 First Merit 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.

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

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

- 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 be approved 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 Ohio Public Entity Consortium-Healthcare (Medical Mutual) through December 2016. Life insurance will be provided for eligible Township employees by Anthem through July 31, 2016. Vision Insurance will be provided for eligible Township employees through March 31, 2016. Dental Insurance will be provided for eligible Township employees by Delta Dental through March 31, 2016. Plans in effect through December will be reviewed by the Insurance Committee and brought to the Board for approval by September 1, 2016. If the Board wishes to change insurance carriers for the benefit of the employees, proper procedures and notifications shall be made.
- Section 9** Health & Life Insurance shall be offered to elected officials.

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

- 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 2016 IRS rate of 57.5 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** Legal counsel to be provided for the period 1/1/16-3/31/16 by attorneys serving with the firm of Brouse & McDowell with Attorney Irving Sugerman. Base retainer fee of \$2500 per month plus litigation services at the rate of \$150.00/hour. Representation on labor matters will be provided by Clemans, Nelson & Associates per Management Consultant Agreement in effect as of 9/17/11 and on file in the Fiscal Office.
- Section 13** 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 14** 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.

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

- Section 15** 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 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 16** Pursuant to ORC 5705.41(D) the Fiscal Officer may prepare purchase orders, blanket certificates and super blanket certificates based on the Township's 2016 appropriations.
- Section 17** 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 replace regular and/or part-time employees who have separated from the Township.
- Section 18** The Township is authorized to dispose of unneeded, obsolete, or unfit personal property including motor vehicles by internet auction during calendar year 2016, 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.

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

- Section 19** The Zoning Inspector is authorized to send mowing letters for property owners for their obligations under Law for 2016 as the Zoning Administrator sees appropriate. The costs will be assessed to the property owners' taxes.
- Section 20** 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 Nuisance Abatements, including an Administrative fee of \$75, shall be certified as an assessment to the property owners taxes.
- Section 21** The Board approves the agreement with Springfield Township Local Cable Communications Board to continue payment of 2% of the franchise fees received from Time Warner for Springfield Township cable subscribers. The local Cable Board provides services and programming available through the local public access channel 15. 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 22** 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 Trustees no later than the Tuesday preceding a scheduled meeting of the Board. Absent a demonstrated emergency or other good

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

- 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 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 23 The Board approves that all current administrative personnel, non-union employees, or at-will employees shall be rehired beginning January 1, 2016 as at-will employees. Payroll for 2016 will commence on 12/21/15, with a pay date of 1/8/16 and conclude on 12/18/16, with a pay date of 12/23/16.

Section 24 The Board re-appoints Office Manager Amie Biltz as the records custodian/manager of the Township's public records and per the attached, has acknowledged receipt of the public records policy. The Township's policy was adopted 10/11/07, Resolution 221. Elected officials are required to attend a certified 3-hour Public Records training once every term.

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**

Section 25 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.

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

ADM 003-16 Dean Young: I move that we accept the Year 2016 Organizational Resolution. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

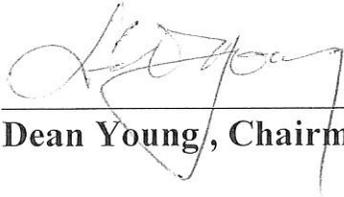
I, Sharon Harms, Fiscal Officer of the Springfield Township, Summit County, Ohio, do hereby certify that the foregoing Resolution has been dully and regularly adopted by the Board of Trustees of Springfield Township at a meeting held December 31, 2015.

Sharon Harms, Fiscal Officer

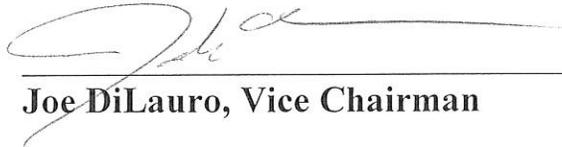
ADM 004-16 Dean Young: I move to adopt the amended appropriations approved December 17, 2015. Seconded b by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

ADM 005-16 Dean Young: I move to adjourn. Seconded by Deborah Davis. Roll Call: Mrs. Davis (yes); Mr. Young (yes); Mr. DiLauro (yes).

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES
ORGANIZATIONAL MEETING
DECEMBER 28, 2015**



Dean Young, Chairman



Joe DiLauro, Vice Chairman

ATTEST



Deborah Davis, Trustee



Sharon Harms, Fiscal Officer

OrganMeeting2015