

TOWNSHIP OF TWINSBURG

COUNTY OF SUMMIT

STATE OF OHIO

RESOLUTION NO. 01-20

A RESOLUTION TO ESTABLISH CERTAIN ORGANIZATIONAL ITEMS FOR 2020

WHEREAS, this Board desires to establish certain organizational items for 2020;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Twinsburg, County of Summit, State of Ohio:

SECTION 1. Meetings. Except where noted, this Board shall hold one regular meeting per month on second Wednesdays*, with meeting dates as follows:

| | | | |
|-------------|---------|-------------|-------------|
| January 8 | April 8 | July 8 | October 14 |
| February 12 | May 13 | August 12 | November 11 |
| March 11 | June 10 | September 9 | December 9 |

*Each regular meeting shall commence with an executive session beginning at 6:00 PM, shall continue with a work session beginning not later than 6:30 PM, and shall conclude with a general session beginning not later than 7:00 PM.

The above schedule of regular meetings, as well as individual notification of any special or emergency meeting, shall be posted at Township Hall and faxed to the Twinsburg Bulletin. Each regular meeting of this Board, along with other meetings as determined by the Township Manager, shall be recorded for broadcasting on the Township's Public Education Government (PEG) Cable Channel and posting on the Township website. One or more video operators, as designated by the Township Manager, shall be paid \$40.00 per meeting that they attend and record, regardless of whether a quorum is present. Payment shall be monthly, after the last meeting of each month.

SECTION 2. Holidays. All Township offices shall be closed on the following days:

| | |
|------------------------------|--------------------------------|
| New Year's Day (2020) | Wednesday, January 1, 2020 |
| Martin Luther King Jr. Day | Monday, January 20 |
| Presidents' Day | Monday, February 17 |
| Memorial Day | Monday, May 25 |
| Independence Day | Friday, July 3 |
| Labor Day | Monday, September 7 |
| Columbus Day | Monday, October 12 |
| Veterans Day | Wednesday, November 11 |
| Thanksgiving | Thursday, November 26 |
| | Friday, November 27 |
| Christmas Eve | Thursday, December 24 |
| Christmas Day | Friday, December 25 |
| New Year's Eve | Thursday, December 31 |
| <i>New Year's Day (2021)</i> | <i>Friday, January 1, 2021</i> |

In addition to the above, Township Hall *alone* shall be closed on any day(s) when Township Hall is used as an election polling station, with employees stationed at Township Hall to not report for work on such day(s), and with full-time employees stationed at Township Hall to be compensated for eight hours of time off on each such day as an additional holiday.

SECTION 3. Officers and Liaisons. The following appointments are hereby made for 2020, with salaries where applicable, and with all terms ending on December 31, 2020:

Board of Trustees** – Officers

| | |
|------------|-------------------|
| Chair | Jamey DeFabio |
| Vice Chair | Thomas O. Schmidt |
| Trustee | James C. Balogh |

Fiscal Officer** Tania L. Johnson

Department Liaisons

| | |
|--|-------------------|
| Admin. (includes Finance, HR, and Zoning) | James C. Balogh |
| Safety (includes Fire/EMS and Police) | Jamey DeFabio |
| Service (includes Roads, Parks, and Waste) | Thomas O. Schmidt |

Records Commission (ORC 149.42)

| | |
|----------------------------------|------------------|
| Member (Chair, per ORC) | Jamey DeFabio |
| Member (Fiscal Officer, per ORC) | Tania L. Johnson |

Summit County Health District Advisory Council (ORC 3709.03)

| | |
|--------------------------------------|-----------------|
| Representative (Chair, per ORC) | Jamey DeFabio |
| Alternate (either remaining Trustee) | James C. Balogh |

Kimble Transfer Station Community Advisory Board (Res. No. 32-08)

| | |
|--------|------------|
| Member | Rob Kagler |
|--------|------------|

Northeast Ohio Regional Sewer District Suburban Council of Governments

| | |
|----------------|-------------------|
| Representative | Rob Kagler |
| Alternate | Thomas O. Schmidt |

Twinsburg Chamber of Commerce

| | |
|-----------|-------------------|
| Liaison | Rob Kagler |
| Alternate | Thomas O. Schmidt |

Western Reserve Cable Consortium

| | |
|----------------|-------------------|
| Representative | James C. Balogh |
| Alternate | Thomas O. Schmidt |

7996 Darrow Road Condominium Owners' Association Board of Trustees

| | |
|--------|------------|
| Member | Rob Kagler |
|--------|------------|

**2020 salaries for Township Trustees and the Township Fiscal Officer are set per ORC 505.24 and ORC 507.09, respectively. Township Trustees and the Township Fiscal Officer salaries shall be paid monthly on the first Friday of each month, for that month of service. If the first Friday of any month falls on a Township or other holiday that prevents payment, then payment shall occur on the last Township business day preceding the first Friday of that month. If the first Friday of the first month falls on a Township or other holiday that prevents payment, then payment shall occur on the first Township business day following the first Friday of that month, so that payment occurs within the same fiscal year.

SECTION 4. Boards, Commissions, and Committees. The following appointments are hereby made for 2020, with salaries where applicable, and with all terms ending as noted:

Zoning Commission (ZC) (also serves as Tree Comm. per Res. No. 142-09)***

| | |
|--------------------------------------|------------------|
| Member, Term ending 12/31/2020 | Karlie Newton II |
| Member, Term ending 12/31/2021 | Don Marshall |
| Member, Term ending 12/31/2022 | Everett Waite |
| Member, Term ending 12/31/2023 | Keith Harris |
| Member, Term ending 12/31/2024 | Dan Richner |
| Alternate #1, Term ending 12/31/2020 | Matthew Woods |
| Alternate #2, Term ending 12/31/2020 | Franklin Myles |

Board of Zoning Appeals (BZA)***

| | |
|--------------------------------------|-----------------|
| Member, Term ending 12/31/2020 | Steve Sciortino |
| Member, Term ending 12/31/2021 | Gus Frangos |
| Member, Term ending 12/31/2022 | Bryan Wahl |
| Member, Term ending 12/31/2023 | Tom Rummel |
| Member, Term ending 12/31/2024 | Bob Ross |
| Alternate #1, Term ending 12/31/2020 | Andrew Gordon |
| Alternate #2, Term ending 12/31/2020 | Brad Geller |

***Zoning Commission and Board of Zoning Appeals members and alternates shall be paid \$40.00 per meeting that they attend, regardless of whether a quorum is present. Alternates shall be paid based on attendance, regardless of whether they vote on any particular item. All such officials shall be paid quarterly, on the last regular payroll date of each quarter.

Twinsburg Township-Village of Reminderville
Joint Economic Development District (JEDD) Board of Directors****

| | |
|-----------------------------------|-------------------|
| Member, Term ending 12/31/2020 | James C. Balogh |
| Member, Term ending 12/31/2020 | Jamey DeFabio |
| Member, Term ending 12/31/2020 | Thomas O. Schmidt |
| Alternate, Term ending 12/31/2020 | Dale Lumby |

****JEDD Board of Directors members and alternates serve without compensation, per the JEDD Agreement.

Twinsburg Township Water District (TTWD) Board of Trustees*****

| | |
|--------------------------------------|-----------------|
| Member, Term ending 12/31/2020 | Dan Richner |
| Member, Term ending 12/31/2021 | Rich Bissell |
| Member, Term ending 12/31/2022 | Karen Baker |
| Member, Term ending 12/31/2023 | Don Marshall |
| Member, Term ending 12/31/2024 | Andrew Gordon |
| Alternate #1, Term ending 12/31/2020 | Steve Sciortino |
| Alternate #2, Term ending 12/31/2020 | Dave Micka |

*****TTWD Board of Trustees member and alternate compensation is by and at the discretion of the TTWD Board of Trustees and not part of this Resolution.

SECTION 5. Township Manager. This Board has appointed a Township Manager (Township Administrator, per ORC 505.031; Township Zoning Inspector, per ORC 519.16; Twinsburg Township-Village of Reminderville Joint Economic Development Administrator, per Agreement dated July 11, 2008; and Twinsburg Township Water District Administrator, per Agreement dated December 22, 2011), with powers and duties defined in ORC 505.032, ORC 519.16, and Agreements, respectively. The following appointment is hereby made for 2020, with salary effective January 5, 2020:

| | |
|--|------------|
| Township Manager | Rob Kagler |
| Full-Time, hours worked per agreement | |
| Salary \$5,726.44/biweekly (100% General Fund) | |

SECTION 6. Township Employees. The following appointments are hereby made for 2020, with salaries effective January 5, 2020:

| | |
|---|----------------|
| Office Administrator | Anna Knoch |
| Full-Time, 40 hours/week | |
| Salary \$33.37/hour (100% General Fund) | |
| Administrative Assistant/Zoning Assistant | Felicia Harris |
| Full-Time, 40 hours/week | |
| Salary \$23.89/hour (100% General Fund) | |
| Service Coordinator | Todd Johnson |
| Full-Time, 40 hours/week | |
| Salary \$36.60/hour (100% Road & Bridge Fund) | |

Deputy Service Coordinator/Fire Prevention Officer Chris McCabe
Full-Time, 40 hours/week
Dep. Svc. Coord. Salary \$29.25/hour (100% Road & Bridge Fund)
FPO Salary \$184.62/biweekly (100% Fire Fund)

Service Assistant Jim Nader
Full-Time, 40 hours/week
Salary \$25.09/hour (100% Road & Bridge Fund)

Service Assistant Kevin Luskin
Part-Time, not to exceed 24 hours/week
Salary \$24.27/hour (100% Road & Bridge Fund)

Service Assistant Jim Favitta
Full-Time, 40 hours/week
Salary \$23.15/hour (100% Road & Bridge Fund)

Code Enforcement Officer Terry Travis
Part-Time, not to exceed 24 hours/week
Salary \$20.72/hour (100% General Fund)

SECTION 7. Finances. All elected officials shall be authorized to sign warrants, purchase orders, and vouchers. The signatures of two Trustees and the Fiscal Officer shall be required to validate Township checks. Appropriation modifications within the same fund, as well as transfers between funds, shall be first approved by this Board. Per ORC 507.11(a), the Township Manager or a designee thereof is authorized to incur obligations of \$7,500.00 or less on behalf of the Township, with all obligations exceeding \$7,500.00 to be approved by this Board by prior approval and all obligations not exceeding \$7,500.00 to be approved by this Board by subsequent approval. This Board hereby re-adopts for 2020 (1) the Twinsburg Township Investment Policy adopted by this Board on October 15, 2008 via Resolution No. 123-08, and (2) the Twinsburg Township Purchasing Policy last amended by this Board on December 11, 2019 via Resolution No. 71-19.

SECTION 8. Medical/Life/Dental/Vision Insurance. Medical, Life, Dental, and Vision insurance for eligible Township officials and employees shall be provided in accordance with current plans approved by this Board. This Board reserves the right to modify the number, type, and terms of such plans as needed.

Effective on January 1, 2011, suspended effective on June 30, 2015, and suspension terminated effective on January 1, 2018 and per ORC 505.603, any eligible Township official or employee may elect to receive from the Township a cash payment in lieu of a benefit otherwise offered to eligible Township officials or employees. In order to receive such payment, the official or employee shall sign a statement affirming that the official or employee is covered under another corresponding health insurance or health care policy, contract, or plan in the case of a health benefit, or a life insurance policy in the case of a life insurance benefit, and setting forth the name of the employer, if any, that sponsors the coverage, the name of the carrier that provides the coverage, and an identifying number of the applicable policy, contract, or plan. The amount of payment for any official or employee for any benefit for any period shall be set at 25% of the actual premium that would have been paid by the Township for that official or employee for that benefit for that period, had that official or employee been covered by the Township for that benefit for that period, with payments made quarterly and in arrears. It is this Board's intent that the above policy and any resulting payments shall constitute a cafeteria plan that meets the requirements of section 125 of the "Internal Revenue Code of 1986," 100 Stat. 2085, 26 U.S.C.A. 125, as amended. In addition, and to satisfy the requirements of Article II, Section 20, of the Ohio Constitution, the above policy and any resulting payments shall apply to Township elected officials beginning on the following dates:

| <u>Current Township Elected Official (Term)</u> | <u>Benefit applies beginning on</u> |
|---|-------------------------------------|
| Trustee (Term 01/01/2020 to 12/31/2023) | January 1, 2012 |
| Fiscal Officer (Term 04/01/2020 to 03/31/2023) | April 1, 2012 |
| Trustee (Term 01/01/2018 to 12/31/2021) | January 1, 2014 |
| Trustee (Term 01/01/2018 to 12/31/2021) | January 1, 2014 |

Effective on December 27, 2014, suspended effective on June 30, 2015, and suspension terminated effective on January 1, 2018, the following is a recognition and restatement of external requirements imposed by providers of the Township's medical benefits as related to Medicare; not a legislative action by this Board. In the event that an official or employee and/or dependent receives Township medical benefits and, as a result of receiving such benefits, is required to register for Medicare and pay for and secure Medicare Part B coverage, the Township shall reimburse such official or employee for any and all documented premium costs associated with securing Medicare Part B coverage for such official or employee and/or dependent, with payments made annually and in arrears.

SECTION 9. Liability/Property/Auto Insurance and Bonds. Liability, property, and auto insurance and bonding shall be provided in accordance with current plans approved by this Board. Coverage for uninsured motorists shall be provided for Township employees while said employees are using Township vehicles. This Board reserves the right to modify the number, type, and terms of such plans as needed.

SECTION 10. Park and Road Maintenance. This Board hereby resolves to perform certain park and road maintenance work during 2020, based on available funds, using Township equipment, Township personnel, Township purchased materials, and Township owned and rented equipment, as well as contracted services.

SECTION 11. Solicitors, Peddlers, and Canvassers. This Board hereby resolves to continue following Chapter 775 of the Summit County Codified Ordinances, through which the County licenses, regulates, and enforces rules regarding soliciting, peddling, and canvassing in the Township.

SECTION 12. Expense Reimbursements. The mileage reimbursement rate for use of personal vehicles for Township business shall follow IRS guidelines. This shall be limited to personal vehicles used for Township business by Township employees, as well as elected and appointed Township officials. For attending conferences, seminars, and other Township business outside the Township, employees and officials may be reimbursed for parking; lodging at the conference or seminar rate, or at the single occupancy rate at a hotel that is the site of the conference or seminar, or in close proximity to it; and related expenses. For attending multi-day conferences, seminars, and other Township business outside the Township, employees and officials may be reimbursed for meals and non-alcoholic beverages not to exceed \$100.00 per day, regardless of the number of meals. Final approval for reimbursement shall be at the discretion of the Board, subject to the Fiscal Officer's attestation of available funds. Notwithstanding the above maximum for meals and non-alcoholic beverages, and unless such expenses are paid for directly by the Township, all expenses shall be reimbursed at actual cost, including sales, bed, and other applicable taxes, and based on the submission of detailed receipts.

SECTION 13. Clothing Allowance. Full-time and part-time field employees shall be eligible for an allowance of up to \$600.00 and \$350.00, respectively, per year per employee for the purchase of clothing deemed by the Township Manager and certified by employees to be (1) required by the Township as a condition of employment; and (2) unsuitable for everyday use, whether because of item type or condition due to wear. The Township Manager shall maintain and, from time to time, review with this Board a list of clothing items deemed eligible for such allowance. If an item cannot for any reason be purchased directly by the Township, the Township Manager may permit the employee to purchase the item directly and seek Township reimbursement therefor, provided that any permitted reimbursement shall not include sales or other taxes. The Township shall track all purchase amounts relative to each employee's allowance. Unless otherwise permitted by federal tax laws, each purchase amount shall be taxable to the employee, with amounts reported as taxable income to the employee annually and in arrears on the last paycheck issued to the employee in the calendar year.

SECTION 14. Refreshments. To project a professional atmosphere, and to recognize the value of Township employees, coffee and non-alcoholic beverage refreshments shall be provided at Township Hall and the Service Department, not to exceed a cost of \$2,000.00 per year. One or more appreciation luncheons, dinners, picnics or other events for Township elected and appointed officials and employees, along with Township-appointed regular and alternate members of the Twinsburg Township-Village of Reminderville Joint Economic Development District Board of Directors, all regular and alternate members of the Twinsburg Township Water District Board of Trustees, and the Township attorney(s), along with the spouse or one other guest of each of the above persons, as well as children of each of the above persons if the event is family-oriented and during daytime hours, shall also be provided, not to exceed a cost of \$4,000.00 per year. Final approval for reimbursement shall be at the discretion of the Board, subject to the Fiscal Officer's attestation of available funds. Unless such expenses are paid for directly by the Township, all expenses shall be reimbursed at actual cost, including sale, bed, and other applicable taxes, and based on the submission of detailed receipts.

SECTION 15. Legal Representation. Legal representation shall be provided by the County Prosecutor. Any legal services for any specific matter from other than the County Prosecutor shall be approved by this Board. This Board acknowledges that Roderick Linton Belfance, LLP and its employee Alfred E. Schrader are the attorneys of record representing the Township in various active and pending legal matters.

SECTION 16. Policies and Procedures. All other policies and procedures can be found in the Township's Policies and Procedures Manual that has been adopted by this Board. This Board hereby re-adopts for 2020 the Twinsburg Township Policies and Procedures Manual last amended by this Board on September 16, 2015 via Resolution No. 85-15.

SECTION 17. Conflicts. Where a conflict exists between this Resolution and any other document, this Resolution shall govern.

SECTION 18. Meetings. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including but not limited to Section 121.22 of the Revised Code.

SECTION 19. Effective Date. This Resolution shall be effective immediately or at the earliest date allowed by law.

This Resolution is hereby declared to have been adopted by the Board of Trustees of the Township of Twinsburg, County of Summit, State of Ohio, at a meeting, called and held on the 11th day of December, 2019.

YEAS: Schmidt, Balogh, DeFabio

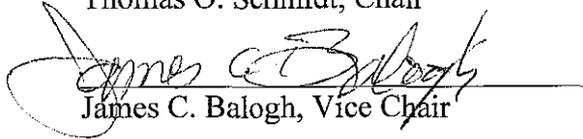
NEAS:

ABSTAIN:

BOARD OF TRUSTEES



Thomas O. Schmidt, Chair



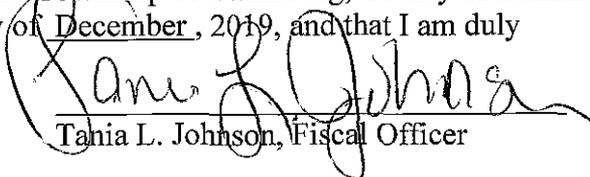
James C. Balogh, Vice Chair



Jamey DeFabio, Trustee

CERTIFICATION

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board of Trustees of the Township of Twinsburg, County of Summit, State of Ohio, at a meeting held on the 11th day of December, 2019, and that I am duly authorized to execute this certification.



Tania L. Johnson, Fiscal Officer