

# **PITTSFIELD TOWNSHIP**

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Pittsfield Township, Lorain County, Ohio

## **Administrative Policy Manual**

# Administrative Policy Manual

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Pittsfield Township  
16940 State Route 58  
Oberlin, Ohio 44074

Phone 440-774-8503 • Fax 440-774-7223

Pittsfield is the largest of the county's 18 townships at 26.27 sq. miles and has 19.65 miles of roads to maintain. Only three of the more populous townships (Carlisle, Columbia, and Eaton) have more road mileage. The 2000 census showed 1549 residents in the Township, which ranks 14<sup>th</sup> among Lorain County townships.

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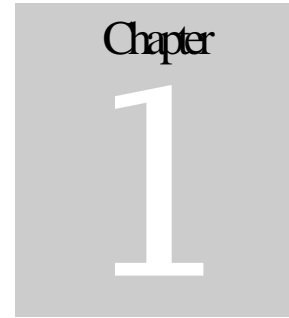
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## Public Records Request Policy

*As required by the Ohio’s Public Records Act, Pittsfield Township has a records request policy to provide an openness to the records of this governmental entity.*

### Introduction

It is the policy of the Pittsfield Township (the “Township”) that openness and transparency leads to a better informed citizenry, which leads to better and more responsive government. It is the policy of the Township to strictly adhere to Ohio’s Public Records Act. All exemptions to openness are to be construed in their narrowest sense, and any denial of public records in response to an otherwise proper and valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation also must be in writing.

### Section 1. Public Records

This office, in accordance with the Ohio Revised Code, defines “records” as including the following: any document – paper, electronic (including, but not limited to, e-mail) or other format – that is created or received by, or comes under the jurisdiction of, a public office that documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. All records of the Township are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

**Section 1.1** – It is the policy of the Township that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (see Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

### Section 2. Evaluating the Request

Each request for public records should be evaluated for a response using the following guidelines:

**Section 2.1** – Although no specific language is required to make a request, the

requester must at least identify the records requested with sufficient clarity to allow the Township to identify, retrieve and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification and should assist the requester in revising the request by informing the requester of the manner in which the Township keeps its records. Although the requester may designate the format that such documents are to be placed for inspection, the Township is not required to put the requested documents into a format that is not within the ordinary scope of its normal record-keeping function or normal capability. Additionally, the Township is not required to create records that otherwise did not exist, or to create, for example, a computer program simply in order to respond to a public records request.

**Section 2.2** – The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office’s general policy that this information is not to be required of the requester, and, indeed, the demand for this information is tantamount to a denial of the request.

**Section 2.3** – Public records are to be available for inspection during regular business hours, generally, Monday through Friday, 8:30 a.m. to 5:00 p.m., excepting holidays. Public records must be made available within a reasonable period of time, although there is no statutory definition of this time period. “Prompt” and “reasonable” take into account the volume of records requested, including the time and resources needed to make them available; the proximity of the location where the records are stored; and the necessity of any legal review of the records request.

**Section 2.4** – Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than twenty (20) pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

All requests for public records must be either fully responded to or acknowledged in writing by the Township within three (3) business days following the office’s receipt of the request. If a request is deemed to be significantly beyond “routine,” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

**Section 2.4a** – An estimated number of business days it will take to satisfy the request.

**Section 2.4b** – An estimated cost if copies are requested.

**Section 2.4c** – Any items within the request that may be exempt from disclosure.

**Section 2.5** – Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the remainder released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority for its exclusion as a public record.

### **Section 3. Costs for Public Records**

Those seeking public records will be charged only the actual costs of making copies. Actual costs include:

**Section 3.1** – The charge for paper copies is 5 cents (\$.05) per page.

**Section 3.2** – The charge for downloaded computer files to a compact disc is \$1.00 per disc.

**Section 3.3** – There is no charge for documents e-mailed.

**Section 3.4** – Requesters may ask that documents be mailed to them. They will be charged the actual costs of the postage and mailing supplies.

**Section 3.5** – The Department will not charge, under any circumstances, for an employee's time to complete the records compilation or for sending the documents.

### **Section 4. Electronic Mail**

Electronic mail (“e-mail”) is simply one format for the creation and storage of a document. Documents in electronic-mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. It is, therefore, the content, rather than the format, that defines whether a document is a public record. E-mail documents are to be treated in the same fashion as records in other formats and should be given the same records retention schedules.

**Section 4.1** – Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (See Section 1, Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.

**Section 4.2** – The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules, and making them available for inspection and copying in accordance with the Public Records Act.

### **Section 5. Failure to Respond to a Public Records Request**

The Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Township's failure to comply with a request may result in a court

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ADMINISTRATIVE POLICIES

order for the Township to comply with the law, and for the Township to pay the requester attorney's fees, court costs and damages.



PITTSFIELD TOWNSHIP  
ADMINISTRATIVE POLICIES



## Open Meeting Policy

The Board of Trustees of Pittsfield Township, Lorain County, Ohio, in compliance with RC 121.22(F), hereby establishes the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Board.

### **1. Regular meetings**

Regular meetings of the Board will be held the first and third Monday of each month, at 7:30pm. Unless otherwise provided, all meetings will be held at Pittsfield Township Hall, located at 16940 St. Rt. 58.

The Fiscal Officer shall give notice of regular meetings by posting the meeting date on the public sign board in the township park as well as insuring the dates are available on the township website. If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in this section at least 5 days prior to the meeting.

### **2. Special and emergency meetings**

Special meetings of the Board will be held at the call of any two members of the Board of Trustees. The call for a special meeting shall specify the date, time, location and purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Fiscal Officer shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting by posting in the same location(s) as provided for posting notice of regular meetings as well as attempt to place the information in at least one local newspaper if time allows. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

If there is sufficient time to provide twenty-four hours' notice, the Fiscal Officer shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in Section 3 or Section 4.

### **3. Notice to news media of special and emergency meetings**

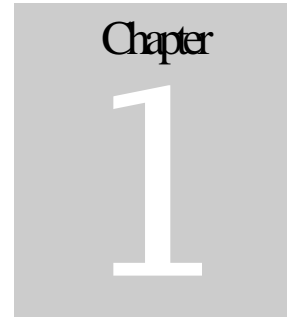
News media who have requested notice of special meetings shall be individually notified by the Fiscal Officer of the date, time, location and purposes of any such meeting at least twenty-four hours in advance of the meeting. If the meeting is an emergency meeting, the member or members calling it shall immediately notify the media who have requested notification of the date, time, location and purposes of the meeting.

### **4. Notice of meetings to discuss particular business**

The Fiscal Officer shall give reasonable advance notice of all regular or special meetings at which a particular type of public business is to be discussed, to any person who has requested such notice. If time permits, such notice shall be by mail and may include a copy of the meeting agenda. Otherwise, telephone notice shall be given. A request for notice shall be in writing, shall state the requester's name, address, telephone number, and the nature of the public business in which the requestor has a particular interest and desires notice, and shall be accompanied by payment of a fee of \$10.00. Any such request shall remain in force for 12 months.

### **5. Special notice required by law**

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.



## General Snow Emergency Policy

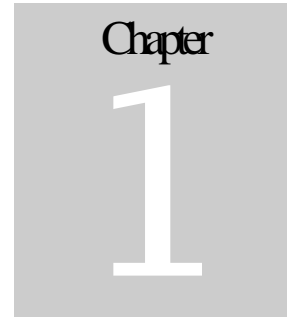
**WHEREAS**, Ohio Revised Code Section 4506.02(A)(5) includes exemptions for commercial driver's license (CDL) requirements in the case of snow emergencies, and

**WHEREAS**, Pittsfield Township qualifies for these exemptions as a local government jurisdiction with a population under 3000, and

**WHEREAS**, it may, in exceptional circumstances, be necessary to operate township snow removal equipment with personnel that do not possess a CDL

**THEREFORE** be it so resolved that any trustee may declare a snow emergency within the township and authorize the operation of township snow removal equipment for the purpose of plowing, cindering or salting of township roads and property within Pittsfield Township if the following conditions exist:

- CDL qualified employees are not available to operate the equipment
  - snow and/or ice conditions pose or threaten to pose a significant safety hazard to residents of the township
  - an actual snow emergency has been declared by at least one trustee
1. efforts are made through public media to inform township residents of the declaration of a snow emergency within the township.



## Fraud Reporting System

*Pursuant to Ohio Revised Code 117.103 (B) (1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.*

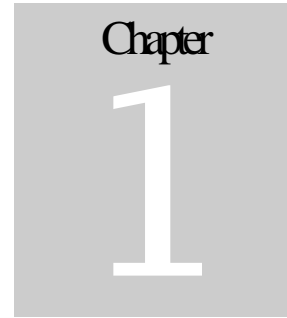
The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

**Auditor of State's fraud contact information:**

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, OH 43215

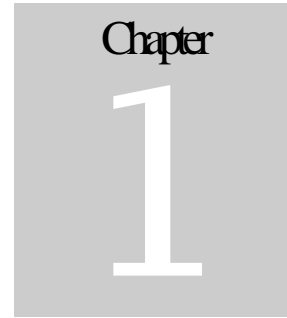
Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)



## Cemetery Regulations

1. Planting of shrubs and trees on cemetery lot is not permitted.
2. Placing of stones or marble chips around markers is not permitted.
3. All waste paper, boxes or bouquets must be disposed of in the containers provided.
4. The sexton and/or maintenance workers reserve the right to remove and dispose of any flowers, wreaths, etc. when they become unsightly.
5. All flower pots, shepherds crooks and plantings must be removed by November 15<sup>th</sup> for fall cleanup and April 15<sup>th</sup> for spring cleanup.
6. Flower pots or urns shall be no larger than 10 inches in diameter.
7. Poles or shepherd hooks for hanging baskets are permitted, however the bottom of the basket must be 18 inches above the ground.
8. The placing of toys, articles of clothing, boxes, bottles or cans is not permitted.

PITTSFIELD TOWNSHIP  
ADMINISTRATIVE POLICIES



## Cemetery Burial Policy

### OBJECTIVES

- A. To establish a specific policy regarding the number of cremations and full burials that would be permitted per burial plot
- B. Define single and double burial plot
- C. Establish the number of headstones allowed per burial plot
- D. Establish the cost to be charged per single and double burial plots
- E. Establish the grave opening charge for standard burials and the process for determining the charge for cremation burials

### POLICY

The Board of Trustees of Pittsfield Township have determined that, in the two township cemeteries under their control, it will be permissible to have one standard burial and one cremation burial or two cremation burials per burial plot.

The Trustees have defined a single burial plot as the area determined necessary for the interment of one standard size burial vault and a double burial plot as the area determined necessary for the interment of two standard size burial vaults.

One headstone, either of the upright or flush type, will be allowed per single or double burial plot.

Single burial plots will be valued at \$150.00 for township residents and \$250.00 for non-township residents while double burial plots will be valued at \$300.00 for township residents and \$500.00 for non-township residents.

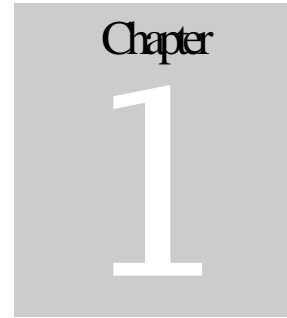
The charge for standard burial grave openings will be \$325.00 on weekdays and \$350.00 on weekends or holidays payable to Pittsfield Township. The cemetery sexton will set and collect and fees charged for cremation burials.



**RESPONSIBILITY**

- A. The Board of Trustees is responsible for the approval and the periodic review of this policy.
- B. The Fiscal Officer and Cemetery Sexton share responsibility for the administration of this policy and for recommending to the Board of Trustees any changes or additions to this policy.

Effective: 08-16-2004



## Grave Flower and Decoration Policy

### OBJECTIVES

- A. To establish a specific policy describing what flowers and decorations are to be prohibited on gravesites within the township's cemeteries.
- B. Establish the township's right to remove unsightly decorations or those that do not conform to this policy or obstruct the ability of township personnel to maintain the gravesites.

### POLICY

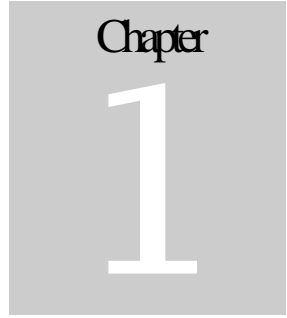
The Board of Trustees of Pittsfield Township have determined that, in the two township cemeteries under their control, all planting of trees, shrubbery and vines in the vicinity of gravesites will be prohibited. Existing trees, shrubbery and vines as of the effective date of this policy will be allowed to remain but are subject to necessary trimming and pruning as determined by township personnel.

All structures on or near gravesites are prohibited. This restriction does not include headstone saddles, veterans' markers or shepherds crooks, so long as these items do not interfere with cemetery maintenance.

Township and cemetery staff have the right to remove unsightly decorations. It will be standard practice every spring to remove all decorations that will interfere with the operation of township lawn mowing equipment.

### RESPONSIBILITY

- A. The Board of Trustees is responsible for the approval and the periodic review of this policy.
- B. The Cemetery Sexton and the Maintenance Supervisor share responsibility for the administration of this policy and for recommending to the Board of Trustees any changes or additions to this policy.



## Investment Policy

### OBJECTIVES

- A. To establish procedures for investment of Pittsfield Township funds in a prudent manner allowing them to increase in value and worth, while diligently safeguarding these assets.
- B. To identify approved types of investment accounts.

### POLICY

The Board of Trustees of Pittsfield Township have determined that, as funds are available, they will be invested by the Fiscal Officer of Pittsfield Township with the agreement of the Board of Trustees under the authority of ORC 135.09.

Monies will be invested in any of the following depending upon need and prevailing interest rates, at the Fiscal Officer's discretion and agreement of the Board of Trustees. Invested monies will be fully secured by the institution receiving the investment as required by the ORC. The "delivery versus payment" requirement for Repurchase Agreement is hereby deleted for eligible institution's (commercial banks).

Current Depository Sweep Account (Repurchase Agreement)  
STAR Ohio (State Investment Pool)  
Certificates of Deposit

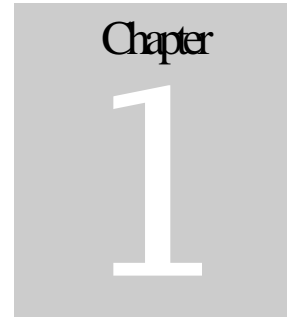
The Fiscal Officer will keep the Board of Trustees informed with a monthly Investment Report. Investments may be redeemed or sold prior to maturity only if funds would be necessary for the operation of township business or in the event of any unforeseen emergency.

This policy requires that all entities conducting business with the Fiscal Officer or Board of Trustees of Pittsfield Township must sign and agree to this document.

### RESPONSIBILITY

- A. The Board of Trustees is responsible for the approval and the periodic review of this policy.
- B. The Fiscal Officer is responsible for the administration of this policy and for recommending to the Board of Trustees any changes or additions to this policy.

Effective: 04-19-2004



## Safety Policy

Pittsfield Township places the utmost importance on the safety of employees and residents. The policy of Pittsfield Township will be to provide a safe, healthy environment for all employees and residents. The Township is exposed to various liability risks associated with providing services to personnel and our residents. Our primary interest is the welfare of the employees, residents and visitors to the Pittsfield Township facilities.

We will review accidents, losses and nonconformance to safety requirements. Our responsibility will be to prevent accidents in every facet of our operation. We will continually evaluate and improve until our safety performance becomes the standard for excellence. The objective of Pittsfield Township is to protect people and to preserve our assets and revenues.

It is the responsibility of the Township Trustees to see that the Loss Control Program is implemented in accordance with this Policy Statement. We will meet the requirements of the education, training, and involvement of every employee, encouraging the promotion of safe work practices and a safe environment for all.



## Concealed Weapon Policy

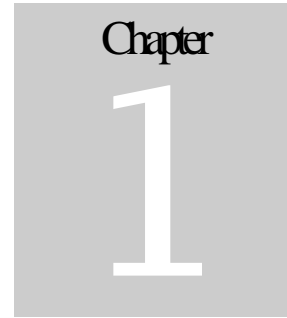
Concealed weapons are prohibited on Pittsfield Township property and within the public buildings of the Township.

Responding to correspondence from Acting Lorain County Prosecutor Gerald Innes that indicates House Bill #12, which permits duly licensed individuals to carry concealed weapons, also permits public entities to post warning signs prohibiting these weapons in public buildings. Mark McConnell moved to adopt such a policy and post appropriate signs on the township hall and garage. Steve Magyar seconded the motion and it passed on a roll call vote.



## Mailbox Policy

The Pittsfield Township Board of Trustees established a mailbox policy regarding mailbox repair/replacement due to damage caused by the collision of the snowplow and the mailbox. Damages incurred by thrown snow are not covered under this policy. The cash settlement is \$50.00 with documentation demonstrating that the damage was caused by collision and not by the force of snow thrown at a mailbox by a township snowplow. This policy applies only to mailboxes along roads maintained by Pittsfield Township.



## Township Hall Rental Rules

### PITTSFIELD TOWNSHIP HALL

### RULES GOVERNING RENTALS

1. All tables and chairs are to be returned to their proper places.
2. All trash is to be taken with you. There will be a \$15.00 charge for any trash that is left on Township premises.
3. Lights should be turned off and all doors locked when leaving.
4. Premises must be cleaned and vacated by 1:00 a.m.
5. In the winter, the thermostat should be turned down to 55 degrees before leaving.
6. In the summer, the thermostat should be left at 80 degrees before leaving.
7. The Township Hall should be left in the same condition as it was found. If this condition is not met, there will be a janitorial charge deducted from the security deposit.

**Thank You!**

Note: If you no longer need the date reserved, please let me know so the facility can be made available to someone else.

Thank you,  
Pat Koniarski  
440-774-3828

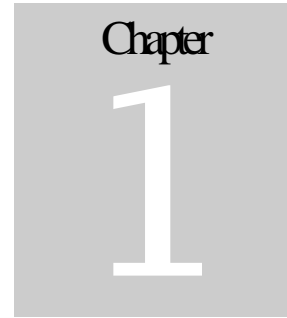
## HEARTSTART DEFIBRILLATOR

The Township Hall is equipped with a Heartstart Defibrillator. It is located in the hallway near the restrooms.

In case of emergency call 911 immediately, then follow the visual and audible instructions in the Quick Reference Guide provided by the machine.

Note: The key to turn the case alarm off will be on the key ring that includes the front door key.





## National Incident Management System -(NIMS) Policy

**WHEREAS**, President Bush issued Homeland Security Presidential Directive (HSPD) – 5, *Management of Domestic Incidents*, on February 28, 2003, directing the Secretary of Homeland Security to develop, submit to the Homeland Security Council, and administer a National Incident Management System (NIMS); and

**WHEREAS**, Governor Taft issued Executive Order 2004-14T on July 30, 2004 ordering all departments and agencies of the State to utilize the Incident Management System prescribed by the Department of Homeland Security; and

**WHEREAS**, NIMS will provide a consistent nationwide approach allowing federal, state, local and tribal governments to work effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents; and

**WHEREAS**, the Department of Homeland Security has sought extensive input on NIMS from state, local, and tribal officials, the emergency response community, and the private sector and has incorporated the best practices currently in use by incident managers; and

**WHEREAS**, effective homeland security incident management involves new concepts, processes and protocols that will require refinement over time. The collective input and guidance from all homeland security partners has been, and will continue to be, vital to the further development of an effective and comprehensive national management system; and

**WHEREAS**, NIMS was published by the Department of Homeland Security on March 1, 2004; and

**WHEREAS**, HSPD-5 and NIMS require all federal departments and agencies to adopt NIMS and use it in domestic incident management and emergency prevention, preparedness, response, recovery and mitigation programs and activities, as well as to assist state, local, or tribal entities; and

**WHEREAS**, HSPD-5 and NIMS require federal departments and agencies to make state, tribal and local organizations adopt NIMS as a condition for federal preparedness assistance beginning in federal fiscal year 2005; and

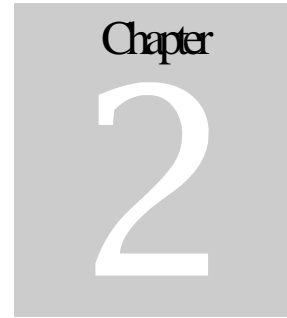
**WHEREAS**, short-term compliance will include adopting the basic tenets of the Incident Command System identified in the NIMS document. The Secretary of Homeland Security published standards, guidelines, and protocols for determining compliance in December 2004.

**NOW, THEREFORE**, we, the Trustees of Pittsfield Township, Lorain County, Ohio, pursuant to the Ohio Revised Code, do hereby order that:

1. All departments, offices, and agencies of the township shall utilize the Incident Management System prescribed by the Department of Homeland Security, as implemented by the Lorain County Office of Emergency Management and Homeland Security.
2. The Director of the Lorain County Office of Emergency Management and Homeland Security, along with the Chief of the Wellington Fire District and the Lorain County Sheriff shall consult and determine the timetable and required steps necessary for the expedient implementation of this Resolution.
3. The departments will begin any required training on NIMS and revise the various township Emergency Operations Plans as soon as practicable.

## Records Retention Schedule

*See attached Schedule for Records Retention for Pittsfield Township as approved by the Ohio Historical Society and the Ohio Auditor of State.*



## Job Description – Road Supervisor

The position of Pittsfield Township Road Supervisor involves the overall maintenance and up keep of all township roads, ditches, buildings, equipment and public areas within the Township. The Road Supervisor is responsible to the Township Board of Trustees.

### **REQUIREMENTS:**

1. Possess a Commercial Driver’s License and a valid state driver’s license. Motor Vehicle Records (MVR’s) will be reviewed at the time of hire and may be reviewed annually thereafter.
2. Test negative for drug and alcohol use that is randomly tested
3. Demonstrate ability and skills necessary to operate heavy equipment including snow plow
4. Possess mechanical knowledge and ability to maintain township equipment in top working condition
5. Be conscientious and have the ability to deal with people
6. Availability for flexible hours when needed for such jobs as snow plowing, salt spreading, and emergency situations

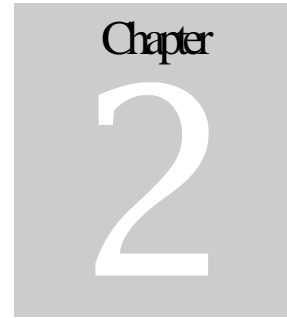
### **RESPONSIBILITIES:**

1. Maintenance of roads. Includes patching roads and preparing roads for chipping and sealing. It involves plowing snow and the spreading salt as needed.
2. Maintenance of road ditches. Includes insuring proper drainage channels and repair of culvers and tile when necessary, brush removal and periodic mowing of ditch banks as needed.

3. Maintenance of equipment. Includes routine maintenance and repair of trucks, tractors, mowers and trailer as well as minor equipment and attachments. A maintenance log will be kept for all vehicles and mowers.
4. Building and park up-keep. Includes repair and maintenance of the park pavilion, playground equipment, sports facilities, fences, signs and monuments. The upkeep includes lawn mowing, general repair and maintenance of the township hall, garage, salt bin and adjacent driveways.
5. Miscellaneous – Includes helping with funerals and grave digging if needed, the filing of road and equipment inventory reports, attending training or informational meetings, and attending regular Board of Trustees meetings.
6. Responsible for record keeping associated with equipment, projects, and work assignments
7. Investigates and remedies concerns of residents relating to Township roadways and properties.
8. Includes supervisory and advisory skills in directing daily operations including work assignments, project planning, contracted workers and seasonal employees
9. Work closely with the County Engineers Office

**COMPENSATION:**

1. Hourly wages commensurate with experience and demonstrated abilities.
2. Wages will be paid bi-weekly with work times being reported on timesheets submitted to the Fiscal Officer.
3. Retirement contributions will be made to the Public Employees Retirement System.
4. Disability insurance will be provided by the Township.
5. Sick leave time will be earned at a rate of 10 hours per month. The Township will pay the employee for any unused sick leave hours at the end of December at the rate of 1/3 of current hourly wage.
6. Vacation days will be given according to the schedule of the Ohio Revised Code in relation to the employee's years of service. Unused vacation days may be redeemed at the current hourly rate at the end of December.
7. There will be 10 paid holidays in the fiscal year from January to December.
8. The Trustees will administer an annual evaluation / review of all employees.



## Job Description – Town Hall Supervisor

The position of Pittsfield Township Town Hall Supervisor involves the maintenance of the town hall and cleanliness of the pavilion area as well as the scheduling and rentals of these facilities. The Town Hall Supervisor is responsible to the Township Board of Trustees.

### **REQUIREMENTS:**

1. Demonstrate ability and skills necessary to maintain the cleanliness of the town hall and park facilities.
2. Be conscientious and have the ability to deal with people.
3. Availability for flexible hours as needed for maintaining facilities between scheduled events and rentals.

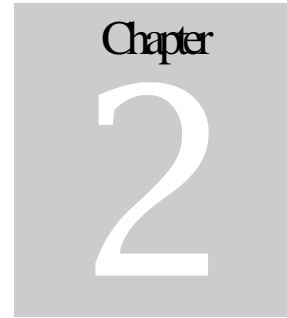
### **RESPONSIBILITIES:**

1. Maintenance of town hall facilities. Includes cleanliness of all facilities before and after scheduled use. Includes cleaning of meeting room, hallway, restrooms, and kitchen. Includes the cleaning of floors, tables and chairs, lighting, windows, curtains, toilets, sinks, drinking fountains, and the removal of trash. Includes providing adequate supplies of hand towels, toilet paper, and trash bags.
2. Maintenance of pavilion area Includes the policing of trash for general cleanliness and the removal of trash from trash receptacles.
3. Maintenance of schedule for use of town hall and park facilities.
  1. Must insure that facility users are fully informed of facility rules and regulations.
  2. Maintain signed user agreements on file.
  3. Provide a monthly usage report to the Trustees showing the activities and renters of the town hall for the month.
4. Collect rental and deposit fees for the use of the facilities.

1. Provide receipts to each facility renter
2. Record and submit all monies to the Fiscal Officer
3. Notify the Fiscal Officer of any necessary deposit refunds
  
5. Purchase necessary cleaning supplies and usage items on behalf of the Township
  
6. Inform Township Maintenance Supervisor or Trustees of needed repairs or maintenance of town hall and park areas

**COMPENSATION:**

1. Monthly salary commensurate with experience and demonstrated abilities.
2. Wages will be paid bi-monthly with work times being reported on timesheets submitted to the Fiscal Officer.
3. Retirement contributions will be made to the Public Employees Retirement System.
4. There will be no sick leave, vacation days, or holiday pay included in this position.
5. The Township will provide a public officials bond for the position of Town Hall Supervisor.
6. The Trustees will administer an annual evaluation / review of all employees.



## Job Description – Cemetery Sexton

The position of Pittsfield Township Cemetery Sexton involves the operation and maintenance of the Township cemeteries. Duties include the recording of cemetery records, supervising the cemetery burial, and the supervision of cemetery maintenance employees and/or outside contractors involved with the cemeteries. The Cemetery Sexton is responsible to the Township Board of Trustees.

### **REQUIREMENTS:**

1. Must have a basic knowledge of Board Policies and Procedures relating to the operation of the township cemeteries, along with the State Statues and County Health Department regulations governing the operation of township cemeteries
2. Possess the ability to read basic operating instructions and write reports.

### **RESPONSIBILITIES:**

1. Maintenance of the cemetery lots including the sale and recording of all lots. Maintains current plot maps for all township cemeteries. Meets with prospective buyers, assists them in the selection of a lot or lots, receives payment and provides them with a receipt. All monies, along with a copy of the receipt, are submitted to the Fiscal Officer for deposit with Township funds.
2. Works closely with local funeral directors in assisting with all arrangements for burials. Receives all burial fees, as established by the Board of Trustees, and submits them with necessary receipts to the Township Fiscal Officer for deposit.
3. Upon notification of a pending burial by the funeral director, will contact the grave excavator, mark out the location of the excavation and supervises the excavation for the burial.
4. The sexton or designated representative will maintain all burial records to indicate the lot number and location of all burials.



5. Burial permits will be received for interments. Said permits will be posted in the Cemetery Record Book, as provided by the Ohio Department of Health. Burial permits will then be remitted to the Township Fiscal Officer for retention in the permanent files of the Township.
6. The cemetery sexton will be present, or have a representative present, for all burials.
7. The sexton will be responsible for final grading of the plot and reseeded.
8. The sexton will install footers for the monument stone if desired by owner at the owner's expense. Such fees will be established by the Board of Trustees. All monies collected for these footers will be submitted to the Fiscal Officer along with necessary receipts. All construction expenses for the footers will be charged through the Township records.
9. Maintenance of Cemetery Records - All permanent records will be stored in a fireproof safe in the Township office.
10. All burial records will be annually copied in paper form and also stored in an electronic data storage.
11. Working maps or records may be stored at the sexton's office.
12. A computerized record or spreadsheet will be maintained to record lot numbers, owners, and interred names.

**COMPENSATION:**

1. Monthly salary commensurate with experience and demonstrated abilities.
2. Wages will be paid monthly.
3. Retirement contributions will be made to the Public Employees Retirement System.
4. There will be no sick leave, vacation days, or holiday pay included in this position.
5. The Township will provide a public officials bond for the position of Cemetery Sexton.
6. The Trustees will administer an annual evaluation / review of all employees.



## Job Description – Zoning Inspector

The position of Pittsfield Township Zoning Inspector involves the administering and enforcing of all provisions of the Township Zoning Resolutions. The Township Zoning Inspector will act as the administrative officer for the Zoning Commission and the Board of Zoning Appeals. The Zoning Inspector is responsible to the Township Board of Trustees.

### **REQUIREMENTS:**

1. Possess a high school education
2. Possess basic computer literacy with word processing, email and internet skills which are desired but not mandatory.
3. Be conscientious and have the ability to deal with people.
4. Availability for flexible hours as needed to serve the needs of township residents and zoning applicants.
5. Personal transportation is necessary but mileage will not be reimbursed by the Township.
6. This position requires the ability to read and understand technical drawings and specifications, complete routine reports and have the ability to meet and deal tactfully and courteously with the public, township officials, and members of the Zoning Board and Board of Zoning Appeals.

### **RESPONSIBILITIES:**

1. Provide public applications, forms and other information relating to the provisions and procedure of the Zoning Resolutions, including copies of the Resolution and Zoning District Map.
2. Review applications and issue zoning certifications in compliance with the Township Zoning Resolutions

3. Make recommendations for Site Plan Review and Conditional Uses to the appropriate decision making body.
4. Receive applications for variances to the Board of Zoning Appeals.
5. Review and make recommendations to the Zoning Commission on all applications for private party initiated text or map amendments to the Zoning Resolutions.
6. Conduct inspections of structure and uses to determine compliance with Zoning Resolutions, and to notify in writing owners of properties in violation of the Zoning Resolutions specifying the nature of the violation, required corrective action and time frame for compliance.
7. Maintain status of the Official Zoning District Map which shall be kept on permanent display in the Township office.
8. Maintain public records of Zoning Certificates, inspection documents, Conditional Uses and Variances granted by the Township.
9. Maintain an accurate record of all monies received for fees and zoning materials and submit accumulated monies twice monthly to the Township Fiscal Officer. Issue receipts for all monies received.
10. Prepare and submit monthly summary reports to the Trustees, County Zoning Commission and U.S. Census Bureau.
11. Whenever possible, respond to inquiries for information and requests for applications within 24-48 hours. Review and act upon submitted applications within 7 to 10 days whenever possible.
12. May be required to participate in drug and alcohol random testing at the discretion of the Trustees.
13. Attend training classes or workshops on zoning related matters whenever offered with Lorain County. Attendance at Township Zoning Board meetings is voluntary or when requested by the Trustees.

**COMPENSATION:**

7. Monthly salary commensurate with experience and demonstrated abilities.
8. Wages will be paid monthly.
9. Retirement contributions will be made to the Public Employees Retirement System.

10. There will be no sick leave, vacation days, or holiday pay included in this position.
11. The Township will provide a public officials bond for the position of Zoning Inspector.
12. The Trustees will administer an annual evaluation / review of all employees.



## Pittsfield Township Zoning Fees

**Effective 10-1-06**

|   | <u><b>Current Fee</b></u> |
|---|---------------------------|
| <b>Residential Homes w/ reflective sign .....</b>                   | <b>\$225</b>              |
| <b>Duplex Houses w/ reflective sign .....</b>                       | <b>325</b>                |
| <b>Accessory Building to 200 sq. ft. ....</b>                       | <b>50</b>                 |
| <b>Garages &amp; Accessory Buildings 200 sq. ft. &amp; up .....</b> | <b>100</b>                |
| <b>House Additions &amp; Covered Porches.....</b>                   | <b>50</b>                 |
| <b>Pond Permits / pools .....</b>                                   | <b>50</b>                 |
| <b>Temporary Trailer Permits.....</b>                               | <b>50</b>                 |
| <b>Zoning Books (Electronic Media Free).....</b>                    | <b>10</b>                 |
| <b>Construction Trailer Permit .....</b>                            | <b>50</b>                 |
| <b>Reflective Address Sign.....</b>                                 | <b>10</b>                 |
| <b>Re-Zoning Application.....</b>                                   | <b>200</b>                |
| <b>Driveway without house.....</b>                                  | <b>50</b>                 |
| <b>Communication Tower.....</b>                                     | <b>550</b>                |

The following permit applications require additional fee of \$200 to cover the expense of the necessary hearing. Multiple permit applications covered by the same hearing require one fee.

|   |            |
|---|------------|
| <b>Initial Commercial Building to 4000 sq. ft.....</b>    | <b>300</b> |
| <b>Initial Commercial Building above 4000 sq. ft.....</b> | <b>650</b> |
| <b>Additional Commercial Buildings.....</b>               | <b>200</b> |
| <b>Commercial Building Additions.....</b>                 | <b>200</b> |
| <b>Commercial Use Permits.....</b>                        | <b>35</b>  |
| <b>Business Change Permits.....</b>                       | <b>35</b>  |
| <b>Industrial Buildings.....</b>                          | <b>600</b> |
| <b>Industrial Additions.....</b>                          | <b>200</b> |
| <b>Sign Permits to 50 sq. ft.....</b>                     | <b>50</b>  |
| <b>Family Business Permit (initial).....</b>              | <b>50</b>  |

**Deposits Required for Projects: (Adopted October 21, 2002)**

|  |              |
|--|--------------|
| <b>Commercial or Industrial Building* .....</b>            | <b>\$650</b> |
| <b>Planned Commercial Development (BCR District) .....</b> | <b>3,000</b> |
| <b>Institutional Building .....</b>                        | <b>500</b>   |
| <b>Residential Conservation Development.....</b>           | <b>1,000</b> |
| <b>Townhouse or Attached Residential Development.....</b>  | <b>1,500</b> |

\* Minimum deposits not required when building or additions are less than 5,000 sq. ft.



## Cemetery Fees

### CEMETERY FEES

|  |                         |
|--|-------------------------|
| Burial – weekdays – open and close.....                    | \$325.00                |
| Burial – Saturday, Sunday or Holiday – open and close..... | \$450.00                |
| Cremation – weekdays.....                                  | \$100.00                |
| Cremation – Saturday, Sunday or Holiday.....               | \$125.00                |
| Lots – Resident – Double.....                              | \$300.00                |
| Resident – Single.....                                     | \$150.00                |
| Non-Resident – Double.....                                 | \$500.00                |
| Non-Resident – Single.....                                 | \$250.00                |
| Headstone Footer – Soft.....                               | \$20.00 per square foot |
| Headstone Footer – Concrete.....                           | \$45.00 per square foot |

Fees approved by Pittsfield Township Trustees – July 2, 2012 and December 2, 2013

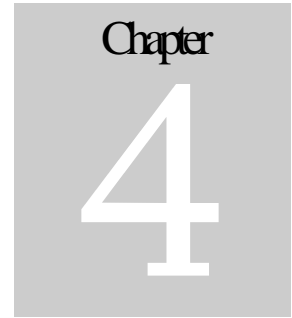


## Township Hall Rental Fees

| <u>Event</u>   | <u>Security<br/>Deposit</u> | <u>Resident<br/>Rate</u> | <u>Non-<br/>Resident<br/>Rate</u> |
|--|-----------------------------|--------------------------|-----------------------------------|
| Wedding  | 100                         | 150                      | 200                               |
| Business or Factory Party                                | 100                         | 200                      | 200                               |
| Anniversary Party  | 100                         | 150                      | 150                               |
| Open House   | 100                         | 150                      | 150                               |
| Graduation Party   | 100                         | 150                      | 150                               |
| Bowling Banquet  | 50                          | 75                       | 100                               |
| Birthday Party over 16                                   | 50                          | 75                       | 100                               |
| Birthday Party under 16                                  | 0                           | 35                       | 50                                |
| Retirement/Go Away Party                                 | 50                          | 75                       | 100                               |
| Class Reunion  | 100                         | 150                      | 150                               |
| Family Reunion   | 0                           | 40                       | 60                                |
| Shower-Bridal/Baby                                       | 0                           | 35                       | 50                                |
| Day Meeting Till 5pm                                     | 0                           | 35                       | 50                                |
| Evening Meeting  | 0                           | 35                       | 50                                |
| Pavilion   | 0                           | 0                        | 25                                |
| Non-Profit Organization w/meals                          | 50                          | 50                       | 50                                |
| Banquet or Dinner Dance                                  | 50                          | 150                      | 150                               |
| Anniversary Party (Pittsfield Resident 50 yrs. or older) |                             |                          | Free                              |
| Funerals   |                             | Free                     | 35                                |
| Pig Roast or Clam Bake                                   | 100                         | 200                      | 200                               |
| First Communion  | 50                          | 75                       | 75                                |



PITTSFIELD TOWNSHIP  
ADMINISTRATIVE POLICIES



# **Township Forms**