



3038 Boston Mills Road, Brecksville, Ohio 44141

## **RICHFIELD TOWNSHIP BOARD OF TRUSTEES**

### **Rescheduled Regular Meeting and Public Hearing March 19, 2020**

The Board of Trustees met for a Rescheduled Regular Meeting. The meeting was called to order at 6:38 p.m.

#### **Roll Call:**

Janet Jankura, Trustee Chairperson  
Jeff Shupe, Trustee Vice Chairperson

Trustee Robert Luther was unable to attend.

#### **Also in Attendance:**

Mindy Remec, Township Administrator  
Laurie Pinney, Zoning Inspector and Fiscal Officer  
2 additional residents/attendees

#### **Public Hearing**

Ms. Jankura opened the public hearing to consider the text amendment to Richfield Township Zoning Resolution, Article IV, Sections 420-2-F-1&2 and 420-2-G. She said this is for the township's Light Industrial/Office zoning and asked for public comment. Hearing none Ms. Jankura closed the public hearing.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to close the public hearing.

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

#### **Regular Meeting**

##### **New Business:**

Ms. Jankura asked Ms. Remec to give some background on the township's computer equipment and systems. Ms. Remec introduced Mr. David Schweyer and Mr. George Gardner from Bay Pointe Technologies, who joined the meeting through livestream video.

Mr. Schweyer and Mr. Gardner provided detailed information on a proposed firewall project to provide better security for the township's computers. Ms. Jankura asked if there were any firewall options that were less expensive. Mr. Schweyer said other models were available but were more suited to a home, and the difference in cost was minimal.

Mr. Schweyer and Mr. Gardner spoke in detail about options for file sharing. Office 365, a cloud server, was recommended as the best fit for the township. It is less expensive and would not require new hardware purchases in the future that an on-premises server would. The most important feature is that this allows for remote work and meetings, which is needed for public safety during the pandemic crisis. Mr. Shupe commented that it important to keep the system small, since we are a small township. Ms. Jankura asked about future maintenance costs. Mr. Schweyer said it would be \$200 per month on the township's service contract.

Ms. Remec spoke about the need for new computer equipment. Some of the current equipment has not been updated since 2012 and does not have microphones or cameras to allow for remote work and meetings. The proposal for new computers includes a desktop for the administrator, a laptop for the fiscal officer, and a laptop for the office.

Ms. Jankura asked how costs for the projects would be broken down between funds. Ms. Remec said that one-fifth of the service contract, the cost of one Office 365 license and a portion of the implementation cost for the projects were attributed to the roads fund.

Ms. Pinney commented on how communicating information to zoning board members has changed and that Office 365 would be a helpful tool.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve the purchase and implementation of computer equipment in an amount not to exceed \$4,645 to Bay Pointe Technologies from the General Fund

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve purchase of licenses and implementation of Office 365 in an amount not to exceed \$10,700 payable to Bay Pointe Technologies with \$10,105.56 from the General Fund and \$594.44 from the Roads Fund

**FURTHER DISCUSSION:** Mr. Shupe asked if the price could be lower. Ms. Remec said there is a potential for the total to be lower because the township will only be charged for the number of hours needed for implementation. Ms. Remec also said she would seek FEMA reimbursement for a portion of the cost since this is needed for public safety during the COVID-19 pandemic. Ms. Jankura commented that she thinks this is a necessary change.

**MOTION PASSED: Jankura (yea), Shupe (yea)**

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve purchase and implementation of a firewall at an amount not to exceed \$6,600 to Bay Pointe Technologies with \$5,280 from the General Fund and \$1,320 from the Roads Funds

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to close purchase order #0003 and open a new purchase order payable to Bay Pointe Technologies in the amount of \$7,425 with \$5,940 from general and \$1,485 from roads

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

Ms. Jankura introduced discussion on the property and public officials' insurance renewal. Ms. Remec said the proposed renewal with Wichert Insurance is \$21,829 and includes a property value increase of 2.7 percent. Last year's cost was \$21,736. She spoke about the township's coverage through the crime policy and also an option for cyber risk liability coverage, which was not deemed necessary at this time.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve the Wichert Insurance 2020 annual premium for insurance renewal in the amount of \$12,081.68 from the General Fund and \$9,747.32 from the Roads fund for auto, inland marine, crime, property, general liability and public officials.

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

Ms. Jankura introduced discussion on Resolution 04-2020. Ms. Remec said she consulted Mr. Luther and recommended participation in ODOT's salt bid for 400 tons, which would give the township approximately 850 on hand for next season.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve Resolution 04-2020 Authorizing Participation in the ODOT Salt Contracts Awarded in 2019 and authorizing the Administrator to enter the bid for 400 tons.

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

**Department Head Reports:**

**Police and Fire:**

Police Chief Mike Swanson and Fire Chief McLean did not attend due to recommendations for social distancing and limiting gatherings. They submitted written reports.

Mr. Shupe provided information on meetings with Village officials regarding the Incident Action Plan for the COVID-19 pandemic. He made assurances that the township and village are working together in response to the crisis.

Ms. Remec said she has posted information and links on the township website and informed trustees of safety measures in place at the township such as closing the lobby to the public and regularly disinfecting the office and service areas.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to allow for staff to work remotely, have flexible hours, and to be paid administrative leave as needed.

**FURTHER DISCUSSION:** Mr. Shupe asked if an additional meeting would be needed to take this action.

**MOTION AMENDED:** Ms. Jankura and seconded by Mr. Shupe to allow for staff to work remotely, have flexible hours, and to be paid administrative leave as needed at the township administrator's discretion.

**MOTION PASSED: Jankura (yea), Shupe (yea)**

**Zoning:**

Ms. Pinney submitted a written report and also provided background information on the process for the proposed zoning text amendment for the Light Industrial/Office regulations. Ms. Jankura thanked Ms. Pinney and the Zoning Commission for their work to get this done and expressed her hope this will generate development in the JEDD and revenue to the township.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to adopt the proposed text amendment to delete Richfield Township Zoning Resolution Sections 420-2-F-1&2 and 420-2-G

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

Ms. Pinney said this amendment would take effect in 30 days. Ms. Remec announced that the settlement agreement was received in regards to the lawsuit filed by JJJ Properties and that trustees would execute the agreement per the motion approved at the February 4, 2020 meeting.

**Fiscal:** No Report

**Parks and Recreation:**

Ms. Remec said that progress is being made for seasonal help in Rising Valley Park. She also said that Cleveland Metro Parks is removing invasive pear trees in Rising Valley Park and taking them for the animals to eat at the Cleveland Zoo. Ms. Jankura said a think tank meeting is being planned between the Village, the Township, and the Richfield Joint Recreation District for potential recreation services collaboration.

**Roads:**

Ms. Remec said that seasonal employment is on hold.

**Administration:**

Ms. Remec requested approval of an invoice for road salt.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve payment of \$33,753.95 to Morton Salt from Purchase Order number 00027 for road salt

**FURTHER DISCUSSION:** None

**MOTION PASSED: Luther (yea), Jankura, (yea), Shupe (yea)**

The Edge Sports Academy made a donation of \$175.00 to the township in addition to the \$325.00 fee to reserve soccer fields at Rising Valley.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to accept a donation of \$175 into the general fund from the Edge Sports Academy and thank them for their donation.

**FURTHER DISCUSSION:** none

**MOTION PASSED UNANIMOUSLY: Jankura (yea), Shupe (yea)**

The township has qualified to join the group rating program for Workers Compensation through the Ohio Township Association. In order to take advantage of the group rating the township is required to have a third-party administrator of the program. This will give an estimated 45% savings, which is approximately \$1,312.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve the payment of the annual premium of \$752 to CareWorks Comp with 53 percent from the General Fund and 47 percent from the Roads Fund as the third-party administrator for worker's compensation

**FURTHER DISCUSSION:** None

**MOTION PASSED: Jankura, (yea), Shupe (yea)**

Ms. Remec reported she is waiting on a requested quote from Ohio Edison for a streetlight at the corner of Dewey and Columbia roads. She said that the police department provided a report showing that no accidents had been reported for that intersection since 2001.

Ms. Remec said that she and Ms. Pinney met with the Summit County Development Finance Authority (DFA) about Commercial Property Assessed Clean Financing (C-PACE), a financing tool that allows property owners to finance the cost of energy efficiency and renewable energy improvements through assessment on their real estate property taxes. Ms. Pinney said that it would provide financing at a low interest rate and may eventually be available to residential properties.

**Approval of Minutes:**

**February 4, 2020 Regular Meeting**

**February 24, 2019 Special Meeting**

Dispensing with the reading of the minutes, Ms. Jankura requested comments from Trustee Shupe, who had no corrections or changes.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve the February 4, 2020 Meeting Minutes as presented.

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura, (yea), Shupe (yea)**

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to approve the February 24, 2020 Meeting Minutes as presented.

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura, (yea), Shupe (yea)**

**Old Business:** None

**Announcements:**

Ms. Pinney asked trustees about canceling meetings in April.

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to cancel all regular township meetings for April 2020.

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

**Citizens Forum:** None

**Agenda Requests and Items for Follow-Up:** None

**Township Corner Article:** Mr. Shupe will write the article for May.

**Adjournment:**

**MOTION by:** Ms. Jankura and seconded by Mr. Shupe to adjourn the meeting at 8:25 p.m.

**FURTHER DISCUSSION: NONE**

**MOTION PASSED: Jankura (yea), Shupe (yea)**

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Trustee

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Secretary