



3038 Boston Mills Road, Brecksville, Ohio 44141

## **RICHFIELD TOWNSHIP BOARD OF TRUSTEES**

### **Regular Meeting June 4, 2020**

The Board of Trustees met for a Regular Meeting. The meeting was called to order at 6:03 p.m. This meeting was held remotely via the Teams meeting software to prevent the spread of COVID-19.

#### **Roll Call:**

Jeff Shupe, Trustee Chairperson  
Robert Luther, Trustee Vice Chairperson  
Janet Jankura, Trustee

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

Mike Swanson, Chief, Village of Richfield Police Department  
Phil McLean, Chief, Richfield Fire Department  
Mindy Remec, Township Administrator  
Laurie Pinney, Zoning Inspector and Fiscal Officer  
Irv Sugerman, Attorney, Brouse McDowell  
3 additional residents/attendees

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to enter into Executive Session for the discussion of pending or imminent court action per ORC 121.22(g) at 6:04 p.m.

**FURTHER DISCUSSION:** None

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

Mr. Sugerman, Ms. Remec, and Ms. Pinney joined trustees for the executive session. Trustees exited executive session at 6:44 p.m.

#### **Approval of Minutes:**

**May 7, 2020 Regular Meeting**  
**May 19, 2020 Special Meeting**

Dispensing with the reading of the minutes, Mr. Shupe requested comments from Trustees Luther and Jankura, who had no corrections or changes.

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to approve the May 7, 2020, Minutes as presented.

**FURTHER DISCUSSION:** NONE

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

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to approve the May 19, 2020, Meeting Minutes as presented.

**FURTHER DISCUSSION:** NONE

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

**Department Head Reports:****Police:**

Police Chief Mike Swanson provided a written report and gave numbers on calls for service. He spoke about new part-time hires and equipment updates. Chief Swanson acknowledged the difficult week the country has had in the death of Mr. George Floyd while in police custody.

Ms. Jankura asked about police training in diversity. Chief Swanson said that the departments new policies and policy training are in line with state-mandated policies for training anti-discriminatory practices. Additional training is offered through the state attorney general's office.

**Fire:**

Chief Phil McLean submitted a written report and provided an update on the COVID-19 pandemic and the ending of Incident Action Plan (IAP) meetings unless it becomes necessary. He updated trustees on grants being applied for and updates in equipment.

Ms. Jankura thanked both chiefs for the great work their teams are doing during the pandemic and riots.

**Zoning:**

Ms. Pinney submitted a written report and updated trustees on permits issued and upcoming meeting dates.

**Fiscal:**

Ms. Pinney reported attendance at a webinar with the state auditor and updated trustees on the township's audit.

**Parks and Recreation:**

Mr. Luther said Rising Valley Park is in great shape and reported increased use of the ballfields.

Ms. Jankura reported participating with Ms. Remec in brainstorming session with Village, Township, and Richfield Joint Recreation District (RJRD) on recreation in the community. She asked for fellow trustee thoughts on having a shared recreation director position for the three governmental entities. Mr. Shupe comments included the need for more information on the cost and how it would be shared. He said the township has scaled back on employees to save money and questioned the need for a full-time position. Mr. Luther commented that there would not be many programs now because of the virus. Ms. Jankura said she will report this back to the group.

**Roads:**

Mr. Luther reported replacement of culvert pipes and roadside mowing would start next week. Mr. Shupe complimented the service department's work on a culvert on Briarwood.

**Administration:**

Ms. Remec requested payment of an invoice to Brouse McDowell for legal service.

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to approve payment of \$5,910 to Brouse McDowell from Purchase Order #5 and open a new Purchase Order for \$20,000

**FURTHER DISCUSSION:** Ms. Jankura asked about the need for an additional \$20,000 and the possibility of reducing it to \$10,000. Ms. Pinney cautioned that if invoices received ever exceeded the amount of money encumbered in the purchase order it would result in an audit citation. If trustees approved the additional purchase order it would not necessarily be spent but it would be encumbered if needed.

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

Ms. Remec reported a need to repair the phone system which will be taken care of soon. She also asked for trustee approval to change Zoning Inspector Laurie Pinney's employment status a from part-time hourly to part-time salary position. Because of her flexible work schedule a time sheet is no longer practical.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to change Zoning Inspector Laurie Pinney's employment status to part-time salary with a salary of \$621.20 per week.

**FURTHER DISCUSSION: NONE**

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

**Old Business:** None

**New Business:**

Mr. Shupe introduced discussion on the Organizational Resolution. He detailed current areas of responsibility and suggested changes. Trustees Luther and Jankura concurred on the changes.

**MOTION by:** Mr. Luther and seconded by Ms. Jankura to amend the 2020 Organization Resolution to have the separate area of trustee responsibilities as follows: Trustee Luther: shall serve as Trustee liaison for the Road Department, Rising Valley Park/Recreation, and Waste & Recycling. Trustee Shupe: shall serve as Trustee liaison for the Zoning Department, OSHA, Storm Water, and Police & Fire Safety Service Contracts. Trustee Jankura: shall serve as Trustee liaison for Insurance and Worker's Compensation, Media Liaison, Personnel Policy Review, and the Richfield Joint Recreation District. Trustee Shupe shall be the township's representative to the JEDD Board and Trustee Shupe shall be the Chairperson of the Records Commission.

**FURTHER DISCUSSION: NONE**

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

Mr. Shupe asked Ms. Remec to provide information on the township's medical insurance. Mr. Remec reported that although she had received initial renewal information it was not complete. She said that Burnham and Flower, the agent for the township, was sending it back to underwriters for review with the potential of a better rate and would need to be discussed at an upcoming meeting.

**Announcements:** None

**Township Corner Article:**

Ms. Jankura will write the article for July.

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

**Adjournment:**

**MOTION by:** Mr. Luther and seconded by Ms. Jankura to adjourn the meeting at 7:29 p.m.

**FURTHER DISCUSSION: NONE**

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

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Trustee

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Secretary