



3038 Boston Mills Road, Brecksville, Ohio 44141

## **RICHFIELD TOWNSHIP BOARD OF TRUSTEES**

### **Regular Meeting September 3, 2020**

The Board of Trustees met for a Regular Meeting. The meeting was called to order at 6:30 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:**

Paul Fister, Assistant Chief, Village of Richfield Police Department  
Phil McLean, Chief, Richfield Fire Department  
Laurie Pinney, Zoning Inspector and Fiscal Officer  
Mindy Remec, Township Administrator  
15 additional residents/attendees

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

**August 6, 2020 Regular 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. Luther and seconded by Ms. Jankura to approve the August 6, 2020, Minutes as presented.

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

#### **Department Head Reports:**

##### **Police:**

Assistant Police Chief Fister reported on behalf of Chief Swanson and gave numbers on calls for service and feedback being returned from the community questionnaire. Data will be graphed and shared. He spoke about traffic law enforcement and equipment purchases.

##### **Fire:**

Chief Phil McLean submitted a written report and provided numbers for calls for service. He informed trustees on equipment repairs, assistance given to the Richfield Joint Recreation District, and letters sent to residents for long driveway markers.

##### **Zoning:**

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

##### **Fiscal:**

Ms. Pinney reported that additional HB 481 funds will be received and informed trustees on action that will need to be taken at the next regular meeting.

Ms. Jankura asked about requirements for use of the additional funds. Ms. Pinney stated restrictions and deadlines for encumbrance and use are the same. She added that there is another bill pending for CARES Act funds and she will keep trustees posted as more information is received.

##### **Parks and Recreation:**

Mr. Luther said Rising Valley Park fields are in good shape.

**Roads:**

Mr. Luther reported Oviatt Road should be sealed soon and regular road work is being done.

**Administration:**

Ms. Remec reported a donation was received from Ohio Elite Baseball as a thank you for use of the ball fields.

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to accept a donation of \$175 from Edge Sports Academy to the general fund

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

Ms. Remec requested approval for an invoice received for legal service from Brouse McDowell.

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to approve payment of \$4,410 to Brouse McDowell from the general fund for June and July 2020

**FURTHER DISCUSSION:** Ms. Jankura asked questions on tracking of the funds spent and the topic for legal counsel. Ms. Remec provided information on status of purchase orders and said the legal counsel was for the potential Briarwood annexation and development.

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

Ms. Remec requested approval to pay the invoices received for fuel usage the first and second quarters of 2020 from the Summit County Engineer's office.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve payment of \$3,773.13 to Summit County from the gas tax fund

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

Ms. Remec requested approval to pay the first invoice received for resurfacing of Oviatt Road.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve payment of \$87,153.50 to Ronyak Paving, Inc from the Roads funds

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

Ms. Remec requested trustees approve opening a new purchase order for Medical Mutual due to a change in the number of employees accepting this benefit.

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to open a Purchase Order for \$23,000 from the general fund payable to Medical Mutual

**FURTHER DISCUSSION:** Ms. Jankura questioned the time period for use of the purchase order. Ms. Remec said this would cover the remainder of the year.

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

Ms. Remec requested approval to pay the Village of Richfield its share of JEDD property taxes.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve payment of \$3,274.75 to the Village of Richfield for the Joint Economic Development District property tax share

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

**Old Business:** None

**New Business:**

Mr. Shupe introduced discussion on the catch basin and curb repairs for Glencairn. Mr. Luther said that the curb on Turnbury Drive has sunk due to a water main break. Ms. Remec provided details on the quote.

**MOTION by:** Mr. Luther and seconded by Ms. Jankura to approve payment in an amount not to exceed \$15,000 from the Gas Tax fund to Cardinal Asphalt Company, Inc. for catch basin and curb repairs

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

Mr. Shupe asked Ms. Remec to provide details on the discussion for technology purchases. Ms. Remec updated trustees on the two quotes from Bay Pointe Technology to support remote work and meetings. Both quotes include estimated hours for professional services for setting up the equipment. The first quote includes a laptop for the zoning department and laptops for trustees. The second quote is for camera and microphone equipment for the meeting room to allow attendees to continue to remote into meetings even after restrictions for in-person meetings are lifted to prevent people congregating.

**MOTION by:** Mr. Luther and seconded by Ms. Jankura to approve payment not to exceed \$8,200 to Bay Pointe Technology from 14A House Bill 481 CARES Funding for computer equipment as a necessary expense due to COVID-19

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

**Township Corner Article:**

Ms. Jankura will write the article for September.

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

**Executive Session:**

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to enter is to executive session for the discussion of certain personnel matters to consider the appointment or employment of a public employee or official per ORC 121.22(g)

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

Ms. Remec and Ms. Pinney joined trustees for a portion of the executive session. Trustees exited the executive session at 8:11 p.m.

**Adjournment:**

**MOTION by:** Mr. Shupe and seconded by Mr. Luther to adjourn the meeting at 8:12 p.m.

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

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Trustee

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Secretary