



3038 Boston Mills Road, Brecksville, Ohio 44141

## **RICHFIELD TOWNSHIP BOARD OF TRUSTEES**

**Regular Meeting  
January 12, 2023**

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

**Roll Call:**

Janet Jankura  
Robert Luther  
Don Laubacher

**Also in Attendance:**

Mike Swanson, Chief, Village of Richfield Police Department  
George Seifert, Chief, Richfield Fire Department  
Larry Fulton, Summit County Chief Deputy Engineer  
Laurie Pinney, Fiscal Officer  
Mindy Lott, Township Administrator  
4 additional residents/attendees

Ms. Jankura opened the floor for nominations of chairperson for the Board of Trustees. Mr. Luther nominated Ms. Jankura for chairperson and Mr. Laubacher seconded the nomination. Hearing no other nominations, the nominations for chairperson was closed.

**MOTION by:** Mr. Luther and seconded by Mr. Laubacher to appoint Trustee Ms. Jankura as the 2023 Chairperson for the Board of Trustees.

**MOTION PASSED: Luther (yea), Jankura (abstain), Laubacher (yea)**

Ms. Jankura opened the floor for nominations of vice-chairperson for the Board of Trustees. Ms. Jankura nominated Mr. Laubacher for vice-chairperson and Mr. Luther seconded the nomination. Hearing no other nominations, the nominations for vice-chairperson was closed.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to appoint Trustee Mr. Laubacher as the 2023 Vice-Chairperson for the Board of Trustees.

**MOTION PASSED UNANIMOUSLY: Jankura (yea), Laubacher (abstain), Luther (yea)**

**Approval of Minutes:**

**December 1, 2022 Regular Meeting  
December 16, 2022 Special Meeting**

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

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve the December 1, 2022, Minutes as presented.

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

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve the December 16, 2022, Minutes as presented.

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

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

Chief Swanson provided a written report. He informed trustees on the selection process for the new Police K-9, donations to help fund the K-9 program, upcoming de-escalation training, and progress for the drone program.

**Fire:**

Chief Seifert submitted a written report and updated trustees on calls for service. Chief Seifert informed attendees on the passing of former Fire Chief Russ English, personnel changes, equipment purchases and auctions, and high number of emergency runs for the holiday weekend. He recognized Officers Prhne, Totten, and McArtor who quickly responded to the Interstate for an accident.

**Zoning:**

Ms. Lott said that Ms. Ryan was unable to attend the meeting and will provide a comprehensive report at the February meeting. Mr. Laubacher reported meeting with Zoning Commission Chairperson Dwayne Gentner and they have identified action items for the year.

**Fiscal:**

Ms. Pinney provided several documents including the Certificate of the Total Amount from All Sources Available for Expenditures and Balances required to be sent to the County Fiscal Office to verify the township's closing balances in each fund. The second document presented was the 2023 Permanent Appropriations which represents the total amount of money the township has available in 2023 with a total of \$5,028,193.20. The last document was the 2023 Purchase Orders and Blanket Certificates. This represents known estimated expenses for 2023 and most closely resembles on operating budget for the township.

Ms. Pinney request a motion to approve the Permanent Appropriations.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther approve the 2023 Permanent Appropriations as presented by Fiscal Officer Laurie Pinney.

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

Ms. Pinney requested a Motion be made for the Purchase Orders and Blanket Certificates after New Business discussion.

**Parks and Recreation:**

Mr. Laubacher reported the Mr. Mike Lyons was appointed to the Richfield Joint Recreation District (RJRD) as the board's seventh member. He also announced Ms. Sandy Apidone had resigned from the RJRD Board. He thanked Ms. Apidone for her years of hard work, crediting her with the helping to create new rental income for the RJRD from The Lodge at Richfield Heritage Preserve. Ms. Jankura also thanked Ms. Apidone and said that applications are being taken to fill the vacancy.

**Roads:**

Mr. Luther reported that salt usage has been down so far with the mild winter.

**Administration:**

Ms. Lott requested approval for the Newton Road culvert project invoice.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther payment of \$74,424 to Summit County Fiscal Office to cover the payment made by the Summit County Engineer to Winters Excavating, LLC. for the 2022 Newton Road Culvert Project as part of the 2022 paving maintenance program.

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

Ms. Lott reported the annual mileage certification was received and it remains at 15.708 miles. She requested a motion for acceptance and approval.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to accept and approve the 2022 annual highway system mileage certification of 15.708 township road miles as presented.

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

Ms. Lott requested approval of the first invoice received from Avalon Document Services for the zoning files scanning project.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve payment of \$5,616 to Avalon Document Services from the American Rescue Act Plan funds.

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

Ms. Jankura welcomed Summit County Chief Deputy Engineer Mr. Larry Fulton and asked if he anything to share with trustees. Mr. Fulton spoke briefly on participation in the Summit County Paving Maintenance Program.

**Old Business:** None

**New Business:**

Ms. Jankura introduced discussion of Resolution #01-2023, to participate in the 2023 Summit County Regional Pavement Maintenance Program and asked Ms. Lott for a summary of the estimates and options. Ms. Lott explained that the estimates had increased significantly from 2022. Service Department Foreman Mr. Schall developed a plan to complete the Glencairn development in five years. To complete 0.96 miles of roads in 2023 at the recommended depth is approximately \$352,000 which does not include any needed concrete work. Ms. Lott provided additional options to reduce the cost.

Ms. Jankura asked which roads are included. Ms. Lott said the 0.96 miles includes Glencairn Forest Drive, Highland Circle, Muirwood Drive, Shetland Trail, Sky Ridge Drive, Turnbury Drive, Douglas Drive, and MacDonald Circle.

Mr. Laubacher asked about the possibility of borrowing funds to complete the entire subdivision this year to save money on future cost increases. Ms. Lott said additional information would be needed on estimates from the county engineer for the remainder of the roads and on borrowing funds. There is a deadline at the end of January for participation in the bid.

Mr. Fulton said they could provide an estimate for the whole development. Ms. Pinney said that the township has used OPWC loans in previous years.

Mr. Laubacher suggested approving the project as estimated but continue to explore additional options due to deadline constraints. Ms. Jankura and Mr. Luther concurred.

Trustees discussed the use of American Rescue Plan Acts funds (ARPA) towards this year's project and concurred on using \$100,000.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve Resolution 01-2023 A Resolution to Participate in the 2023 Summit County Regional Pavement Maintenance Program to Complete the 2023 Richfield Township Road Program in an amount not to exceed \$400,000 with \$100,000 from the American Rescue Plan Acts Funds and \$300,000 from the Roads Funds.

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

Ms. Jankura introduced discussion of Resolution #02-2023 the Waste Hauling Levy Resolution to Proceed. The proposal is to keep the cost to residents the same at 1.1 mills.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve Resolution 02-2023 The Waste Hauling Levy Resolution to Proceed.

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

Ms. Jankura introduced discussion on purchasing a new 2023 Ford F250 to replace the 2011 F250. Mr. Luther said that the 2011 truck has needed repairs and it would be good to replace it at this time. Ms. Jankura asked if the trade-in value of the old truck is known. Ms. Lott said that the order time is several

months so Valley Ford cannot provide a trade-in value until the new truck is in. Mr. Luther also suggested auctioning the truck if it is not valued high enough. Ms. Pinney suggesting the Ohio Township Association is a good venue for advertising.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve payment to Valley Ford Truck in an amount not to exceed \$76,119 from the Roads funds for the purchase of a 2023 F250 with anticipated trade in of the 2011 F250.

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

Ms. Jankura introduced discussion on the Request for Engineering Service. Ms. Lott said initial discussion was that this project would be included in the new Summit County Stormwater Program using county ARPA funds. Although using county ARPA funds is not off the table, the Summit County Engineer has suggested that the township also apply for OPWC Local Transportation Improvement Program (LTIP) grants funds as well and that they can assist with the application.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther to approve the Request for Engineering Assistance in preparing the OPWC Local Transportation Improvement Program (LTIP) application for Stubbins, Hecker, Farnham drainage/stormwater project.

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

Ms. Jankura requested the Purchase Orders and Blanket Certificates be amended to include the paving program costs as well as the truck purchase. Ms. Pinney made the amendments and said this takes the Road and Bridge fund purchase order total to \$461,735.31, which does not include personnel costs. She noted that she has budgeted the truck purchase using Gasoline Tax funds.

Mr. Laubacher asked if a payment was already made for the generator purchase. Ms. Pinney confirmed the partial payment as well as the use of known NOPEC grant funds towards the generator. Mr. Laubacher asked for clarification on the purchase order for Barbicas Construction. Ms. Pinney said this is the amount still due from the 2022 paving program.

**MOTION by:** Ms. Jankura and seconded by Mr. Luther approve the Richfield Township 2023 Purchase Orders & Blanket Certificates as presented by Fiscal Officer Laurie Pinney.

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

**Announcements:**

Mr. Laubacher reminded attendees of the Snowbird Festival on January 22.

**Citizens Forum:**

**Agenda Requests and Items for Follow-Up:**

Mr. Laubacher requested discussion on banking and investment options, specifically the Star Fund. Ms. Pinney suggested that there may be opportunities to learn more at the OTA conference.

**Township Corner Article:** Mr. Laubacher will write the article for February and Ms. Jankura is scheduled to write the article for March.

**Adjournment:**

**MOTION by:** Mr. Jankura and seconded by Mr. Luther to adjourn the meeting at 7:26 p.m.

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

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Trustee

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Secretary