



3038 Boston Mills Road, Brecksville, Ohio 44141

RICHFIELD TOWNSHIP BOARD OF TRUSTEES

November 3, 2022

The Board of Trustees met for a Regular Meeting with Public Hearing. 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
Laurie Pinney, Fiscal Officer
Mindy Lott, Township Administrator
Patricia Ryan, Zoning Inspector
6 additional residents/attendees

MOTION by: Ms. Jankura and seconded by Mr. Luther to open the public hearing for the proposed text amendments

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

Trustee Jankura listed the sections being amended: Article II, Definitions; Article III, Sections 301-1 and 301-4; Article IV, Sections 401-2, 402-2, 405-3, 420-2, 420-3, 420-4, and 420-5; Article V, Sections 505 and 506; Article VI, Section 601-1; Article IX, Section 901-10; and Appendix D.

Ms. Jankura requested Ms. Ryan provide a brief description of the changes. Mr. Laubacher asked about the changes to noise code and enforcement. Chief Swanson said that using to the county code makes it easier for enforcement.

Ms. Jankura said this will be sent back to the Zoning Commission for further review based on legal counsel's advice.

MOTION by: Ms. Jankura and seconded by Mr. Luther to continue the public hearing for the zoning amendments.

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

Approval of Minutes:

October 6, 2022 Regular 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: Mr. Luther and seconded by Mr. Laubacher to approve the October 6, 2022, Minutes as presented.

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

Department Head Reports:

Police:

Chief Swanson provided a written report for trustees and updated them on calls for service, blood drive efforts, National School Threat Assessment training, and inspection of the Richfield Village jail. He informed attendees to be cautious of recent phone scams.

Fire:

Chief Seifert provided a written report for trustees and updated them on Fire Safety Day at Richfield Elementary, changes in personnel and trainings attended, mechanical issues with equipment and associated budgetary overruns for repairs, as well as calls for service. Chief Seifert also reported that the Police, Fire, and Dispatch departments will be honored with the Star of Life Award for a lifesaving call in 2021.

Zoning:

Ms. Ryan provided a written report for trustees and updated them on permits issued in October and upcoming meetings for the zoning boards

Fiscal: No Report

Parks:

Mr. Laubacher reported that he and Ms. Lott had a call with Cleveland Metroparks representative Ken Stray, who is park manager for the Hinckley Reservation. Mr. Stray provided an update on changes being made in Rising Valley Park.

Roads:

Mr. Luther reported injuries to service department personnel. He said that Jerry Schall should return to work by the end of December and Domenico Olivo will return approximately February 1, 2023. Mr. Luther interviewed Richard Kovak, a retired Richfield Village employee, for a seasonal position to help fill in.

MOTION by: Ms. Jankura and seconded by Mr. Luther to hire Rick Kovak as a seasonal on-call employee at the rate of \$24 per hour for the on-call snow-plowing season from December 1 through April 1 with training of up to 40 hours and a minimum of 8 hours per pay period available.

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

Administration:

Ms. Lott reported that Mr. Schall is doing some administrative work remotely as he recovers. She said that the Newton Road culvert project is scheduled to start November 14. Signage to inform residents of the road closure should be posted a week in advance. Completion day is December 15.

Old Business:

Ms. Jankura introduced discussion on the possible uses for the American Rescue Act (ARPA) funds. She thanked Ms. Lott for obtaining quotes for various projects and asked for a summary.

Ms. Lott said the most recent quote for a whole building generator is \$43,648 from Broadview Heating. The cost can be offset by NOPEC Energized Community grant funds of approximately \$5,800.

Ms. Lott spoke about the quote from Revise for updating the township website. They do work for many governments including Bath Township. The quote was for a ready-to-use design with migration of the online document library, designing a new township logo, and an email alert notification system for a total first year cost of \$11,800. Ongoing cost is \$2,000 annually.

Three quotes were received for digitizing zoning files into a document library. The quotes ranged from \$25,000 to \$12,195. The quote for Avalon and ComDoc was \$16,590 for scanning, initial setup, and first year software licensing. The ongoing cost is \$260 per month. Ms. Lott and Ms. Ryan met with Avalon and ComDoc for a demonstration of their DocuWare software and both felt the software would be very useful to the township. Ms. Ryan spoke about the permitting process and said she thought the software would help efficiency.

Mr. Laubacher asked if Ms. Lott recommended Avalon. She said she did recommend them. She also said that PlanCycle was another good option, but they were higher in initial cost, and she felt the software from ComDoc offered more benefits.

Ms. Jankura asked if there was any overlap between what Revise would offer for the website and Avalon for scanning. Ms. Lott said the DocuWare software would allow the township to develop fillable forms that could be used on the website. Ms. Jankura also asked about a credit card payment feature for the website. Ms. Lott said there is no additional charge to set this up but there would be additional fees associated with receiving credit card payments. These could potentially be passed along to those paying by credit card.

Ms. Jankura summarized that there would be approximately \$175,000 remaining in ARPA funds if all of projects were approved. Future consideration could be given to road projects or levy relief for residents.

Mr. Laubacher said he thought these would all be good uses of the funds including redesign of the township logo.

New Business:

MOTION by: Ms. Jankura and seconded by Mr. Luther to approve Resolution 08-2022 A Resolution Authorizing Expenditures from the American Rescue Plan Act Funds Under the Township's Standard Allowance and these would specifically be government services that would benefit township residents including the Revise website proposal in an amount not to exceed \$12,500, approval of \$12,870 payable to Avalon for the document scanning proposal and \$3,720 payable to Comdoc for the DocuWare software proposal, and approval of an amount not to exceed \$43,648 payable to Broadview Heating and Cooling for to purchase of building generator from 14C ARPA Coronavirus Local Fiscal Recovery Fund.

DISCUSSION: Mr. Luther asked if the generator quote was firm. Ms. Lott said that it was.

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

Announcements: Mr. Laubacher said that Winter Wonders at the Richfield Heritage Preserve is December 3, 2022. Ms. Jankura encouraged everyone to vote on November 8, 2022.

Citizen's Forum: No Comments.

Agenda Requests and Items for Follow-up: Mr. Laubacher clarified that the Public Hearing would be on the December 1, 2022, agenda.

Township Corner Article: Ms. Jankura is scheduled to write the article for December.

Executive Session:

MOTION by: Ms. Jankura and seconded by Mr. Luther to enter Executive Session for the Discussion of Certain Personnel Matters to consider the appointment, employment, or compensation of a public employee or official per ORC 121.22(g) at 7:24 p.m.

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

Ms. Pinney and Ms. Lott joined trustees for portions of the executive session. Trustees exited executive session at 8:37 p.m.

Adjournment:

MOTION by: Ms. Jankura and seconded by Mr. Luther to adjourn the meeting at 8:38 p.m.

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

