



3038 Boston Mills Road, Brecksville, Ohio 44141

RICHFIELD TOWNSHIP BOARD OF TRUSTEES

Rescheduled Regular Meeting December 2, 2021

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

Roll Call:

Robert Luther, Trustee Vice Chairperson
Janet Jankura, Trustee

Trustee Chairperson Jeff Shupe was unable to attend the meeting.

Also in Attendance:

Don Laubacher, Trustee Elect
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

Approval of Minutes:

November 4, 2021 Regular Meeting

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

MOTION by: Ms. Jankura and seconded by Mr. Luther to approve the November 4, 2021 Minutes as presented.

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

Department Head Reports:

Police:

Chief Swanson provided a written report. He updated trustees on call for service, trainings, blood drive efforts, and changes in personnel.

Fire:

Chief Seifert submitted a written report and updated trustees on personnel changes including the retirement of Firefighter / EMT Mark Tibbs Chief Seifert provided calls for service, equipment purchases, and reminded residents to keep Christmas trees watered.

Zoning:

Ms. Ryan provided a written report for trustees and updated them on permits issued and zoning board meetings.

Fiscal:

Ms. Pinney provided a written report. She requested motions to complete transfer of funds in association with the transfer of Rising Valley Park Property to the Cleveland Metroparks. Ms. Pinney requested that a purchase order be closed for the Health Reimbursement Account to free up funds for other personnel costs. She informed trustees of the requirement for a 2021 annual JEDD meeting, and that there will be a distribution of approximately \$90,000 in collected income taxes of which Richfield Township will receive approximately one-third. The township is also required to hold a 2021 Public Records meeting. Ms. Pinney provided information on

expect4ed EMS distribution expected in December in the amount of \$20,817.16. In addition, she shared a worksheet for Road & Bridge Levy estimates for renewal, replacement and renewal with reduction. Ms. Pinney provided an update on past in-lieu corrections approved by trustees on September 23, 2021. Total corrections are calculated at \$18,375, which are payable from General Fund with \$6,041.67 of this amount pending further legal direction.

Parks and Recreation and Roads:

Mr. Luther reported that equipment had been moved out of the Rising Valley Park maintenance building. Ms. Remec requested a motion to scrap items that no longer have value. Mr. Luther proposed donating the Steiner mower to the Richfield Joint Recreation District.

MOTION by: Mr. Luther and seconded by Ms. Jankura to declare scrap 3 file cabinets, 2 metal storage lockers, an office desk and office chair in Rising Valley Park maintenance building.

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

Roads:

Mr. Luther reported that residents have been unhappy with the work done in the Kings Forest development. The project was scheduled to take two years to complete. Repair work was supposed to be completed in 2021 and finish resurfacing in 2022. Ms. Lott said that she has received several complaints. Trustees concurred to send a letter to residents to inform them of efforts to correct the issues.

Administration:

Ms. Lott informed trustees that the MedMutual Life Insurance will continue with no increase in premiums for two years. She requested a motion to authorize a trustee as signatory for the Rising Valley Park property transfer to Cleveland Metroparks.

MOTION by: Ms. Jankura and seconded by Mr. Luther to authorize Trustee Bob Luther as signatory on closing documents for transfer of Rising Valley Park property to Cleveland Metroparks on behalf of Richfield Township Board of Trustees.

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

Ms. Lott requested a motion to authorize Ms. Jankura as the JEDD Board representative meeting on for a December 2021 meeting.

MOTION by: Mr. Luther and seconded by Ms. Jankura to authorize Trustee Janet Jankura as JEDD board representative for the Township in the event Trustee Shupe is unable to attend December 2021 meeting.

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

Ms. Lott informed attendees of COVID vaccination opportunities at Summit County Public Health. She requested action on items from Ms. Pinney's Fiscal Officer report.

MOTION by: Ms. Jankura and seconded by Mr. Luther to issue a Purchase Order from Fund 27 in the amount of \$23,386.93 to Guardian Title & Guaranty Agency, Inc. and to make payment of \$23,386.93 to Guardian Title & Guaranty Agency, Inc. from Fund 27 Rising Valley Park Bequest.

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

MOTION by: Ms. Jankura and seconded by Mr. Luther to close Fund 27 Rising Valley Park Bequest, having a zero balance and anticipating no future revenues.

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

MOTION by: Ms. Jankura and seconded by Mr. Luther to close Purchase Order #10222 to Huntington Bank HRA, anticipating no further expenditures in 2021.

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

MOTION by: Mr. Luther and seconded by Ms. Jankura to accept the Dec. 2, 2021 Fiscal report as presented.

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

Old Business: None

New Business:

Ms. Jankura requested Ms. Pinney review the analysis prepared for the Roads & Bridges Levy Resolution of Necessity. Ms. Pinney provided the unofficial estimates from the Summit County Fiscal Office for both a levy renewal at 3.3 mills and a replacement levy at 3.3 mills. She detailed the carryover amount in the levy fund and additional funds expected from development in the Light Industrial-Office District. She suggested trustees also consider a renewal levy with a small decrease to 3.0 mills for the next five years. Trustees concurred to approve the resolution at the decreased amount of 3.0 mills.

MOTION by: Ms. Jankura and seconded by Mr. Luther to approve Resolution 19-2021 Roads & Bridges Levy Resolution of Necessity.

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

Ms. Jankura said that the Organizational Resolution lays out operations of the Township for the coming year. Ms. Lott detailed some of the changes from the previous year and Ms. Ryan spoke about suggested changes to the fee schedule for zoning items. Mr. Luther asked if Trustee Elect Don Laubacher had any questions or comments about the resolution. Mr. Laubacher did not object to anything in the resolution. Mr. Luther said that staff raises were included in this resolution to retain employees. Ms. Jankura included that the increases were based on both merit and market demand.

MOTION by: Mr. Luther and seconded by Ms. Jankura to approve Resolution 20-2021 Organizational Resolution for 2022.

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

Ms. Jankura read Resolution 21-2021 in appreciation of Trustee Jeff Shupe's contributions to Richfield Township.

MOTION by: Ms. Jankura and seconded by Mr. Luther to approve Resolution 21-2021 A Proclamation to Express Appreciation to Trustee Jeff Shupe.

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

Ms. Jankura recognized Trustee Elect Mr. Laubacher as said they were looking forward to working with him.

Announcements: None

Citizens Forum:

Mr. John Prusak, 5129 Black Road, asked about Best Buy operations. Mr. Luther said that they were operating. Mr. Bob Lucas, 4418 Forest Brooke Court, commented on problems with recent road work in the Kings Forest subdivision and funding to complete resurfacing. Ms. Lott provided an update and said that a letter would be sent to residents. Ms. Pinney commented on the availability of funds to complete the resurfacing.

Agenda Requests and Items for Follow-Up:

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

Adjournment:

MOTION by: Mr. Luther and seconded by Ms. Jankura to adjourn the meeting at 7:31 p.m.

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

Trustee

Secretary