



## **Regular Meeting Minutes**

**Monday, November 23, 2015**

*(Meeting Held at the Village of Richfield Town  
Hall, Council Chambers)*

### **REGULAR MEETING**

#### **Call to Order:**

The Regular Meeting of the RJRD Board of Trustees was "Called to Order" at 6:30 p.m. by Chairperson Mr. Floyd Ostrowski. Roll Call was taken by RJRD Administrator with the Pledge of Allegiance immediately following.

#### **In Attendance:**

Mr. Bob Becker *(Arrived at 6:37p.m.)*

Ms. Kelly Clark

Mr. Rich Fleming

Mr. Ralph McNerney

Mr. Pat Norris

Mr. Floyd Ostrowski

Mr. Bill Taylor

Mr. Bill Hanna, Legal Counsel

Mayor Bobbie Beshara

Mrs. Debbie Bluso Rogers, Administrator

#### **Approval of Minutes**

##### **Monday, November 9, 2015 Regular Meeting:**

Dispensing with the formal reading of the minutes and hearing no changes or additions, the following action was taken.

**MOTION** made by Ms. Clark and seconded by Mr. McNerney to approve the November 9, 2015 Regular Meeting Minutes as presented.

**DISCUSSION:** During discussion, Trustee Norris raised a number of questions and changes. Trustee Fleming provided a correction to a name change [Dave Neil to Dave Neale] and noted the correction that the Amity House gutters have only been partially repaired; some not all. Trustee Norris provided his markup document to the Administrator.

**MOTION WITHDRAWN**

The November 9, 2015 Regular Meeting Minutes and the November 13, 2015 Special Meeting Minutes were tabled until the next regular meeting.

**Business:**

**1. Committee Reports:**

**a. Budgets & Finance Committee, Chairperson Mr. Norris**

October financial highlights. Cash balance has been reduced by approximately \$90K.

**Cash Balance:** The cash balance as of October 31, 2015 is \$3,902,160.00

- General Fund: \$155,560
- Capital Improvement Fund: \$3,331,395
- Retirement Fund: \$415,205

**Expenditures:** The balance as of October 31, 2015 is \$95,960.00

- General Fund: \$29,794 [that includes \$20K loan repayment, legal costs \$3017, Signs \$1392, Personnel \$3809, Utilities \$473, Office Expense \$208, Payroll Services \$618, Dues/Subscriptions \$200, Computer Service \$77]
- Capital Improvement Fund: \$66,135 [legal services \$41,737, Buildings & Grounds expenditures \$24,398 with the major expenditures being DynaAmerica for \$9441, Pinnacle Door Services \$5248 and EDG \$3942],
- Bond Retirement Fund \$30 for a wire transfer fee.

**Revenues:** The balance as of October 31, 2015 is \$6018.00.

- General Fund: \$2942 [\$1100 donations, \$1521 American Cell Tower and \$321 interest]
- Capital Improvement Fund \$0
- Bond Retirement Fund \$3076 from a refund of the excess closing costs not needed.

**b. Buildings & Grounds Committee, Chairperson Mr. Becker**

Committee member, Corey Ringle provided an update. Two architects were on the property to look at the Summer Barn and Kirby Mill to respond to the compliance issues from the building department and the fire marshal. It was a preliminary visit and initially it was thought that the building department provided a list of grievances but it was later learned that it was an informal visit from the building department. Ms. Ringle was seeking advice regarding the next step and requested permission from Trustee Becker if an email should be sent from her to the SCBD to obtain occupancy requirements for both buildings in order to move forward. Trustee Becker asked if the architects were able to identify the requirements for a historical structure. Ringle stated that the architects were confident that they could apply for variances in order to get occupancy. FOCH or OHC could also be involved if the Board desires. A schedule of fees for the architect's work needs to be developed.

Trustee Becker stated that since FOCH has taken on the mill as their project and there was a concern as to how the mill could operate as a museum and/or allow occupants.

Regarding the fence clearing, Trustee Becker requested Trustee McNerney to provide an update. Trustee McNerney stated that 300 yards have been completed. Work continues. Trustee Ostrowski inquired if more trees came down during the recent high winds and Trustee Norris stated that some small trees were down but have already been cleared but a large beech tree is obstructing the roadway from Garfield and that area has not been cleared yet.

The Wilderness Center has been contracted to assist in the forestry management and Legal Counsel Hanna stated that the contract is complete and a signed document has not been received yet.

Trustee Fleming emphasized that the Board should have final approval for the list of trees being removed and it was affirmed by Legal Counsel that the entire board would see the list prior to taking action on the forestry management. Approval by the WRLC Property Monitor is also required before any trees are removed.

c. Communications Committee, **Chairperson Mr. Taylor**

Trustee Taylor stated that articles on forestry management will be in the Richfield Magazine and the West Side Leader.

d. Volunteers Committee, **Chairperson Mr. Fleming**

Trustee Mr. Fleming stated that inventories of usable items and unusable items in all of the buildings are still being taken. A few volunteers are working as fast as they can to complete the task. Although it sounds easy, this is a very large undertaking as thousands of items need to be accounted for by law. The Volunteer committee is very committed to this project and after the inventory is completed the board can formally decide what course of action should be taken with the inventory. 98% of the inventories are completed.

Volunteers have cleared the pile of cuttings left at Kirby House and they have taken it to the burn pile. The fence line is being worked on by the Deluca Family along with Trustee McNerney's help. This is also a very huge project and more volunteers are needed. Trustee Fleming recommended using the ventrac/brush hog to clear along the fence line to ground level.

Half of the sewage plant's sandbox has been cleared. All trash and cans have been picked up. Keys are needed for the caretaker house. Fleming reminded visitors that dogs are welcome but must remain on leash and litter should be picked up. A bag station is needed since RJRD does not have any. Inventory and fence clearing work is scheduled for the weekend of November 28/29, 2015.

On behalf of the Board, those who do their part to make the recreation district the best it can be.

e. Special Revenue Committee, **Chairperson Mr. McNerney**

Trustee McNerney was pleased to announce that he had a report and was happy to announce the results of the pipeline grant. RJRD has been awarded the Pipeline Grant payable up to \$12K from the State Historic Preservation Office. The Pipeline Grant will provide the funding for the preparation of an application for the listing of the "Crowell Hilaka Girl Scout Camp Historic District on the National Register of Historic Places. RJRD needs to hire professional writers and then RJRD will need to submit a date for the submission of the application and then finalize the grant agreement.

McNerney stated that action by the board was required in order to hire the writers as suggested by the Committee. There was clarification regarding the requirement of prequalifying grant writers and it was stated that it was not required because they weren't professional services as defined under the ORC. A description of scope of services is required. McNerney stated that in the written

report names of writers were included and that they would do the writing for \$12K. Ostrowski confirmed that there was not a quote or scope of services in any specificity. The Committee will work on getting the information for the Board to review and take action.

f. Recreation Services Committee, **Chairperson Ms. Clark**

Trustee Clark stated that there was no formal report but for those committee members in attendance, Trustee Clark stated that she wished to speak with them immediately following the Regular Trustee Meeting.

g. Personnel & Administration Committee, **Chairperson Mr. Ostrowski**

The Administrator gave the following report.

**Utilities:**

On Friday, November 18, 2015 Trustee Norris and Administrator met with a representative from Dominion Gas to “spot meter” gas meters and source points. With that completed, Dominion Gas will be contacted by the Administrator to re-establish gas service to Gund Hall. This is known as “property restoration” by Dominion once gas meters have been removed or out of service for a number of years. Swan Plumbing performed an “in-kind” service on the boiler system in Gund Hall. The Administrator requested that Trustee Norris share the details of that activity. Norris stated that a pressure and antifreeze tests were performed and a leak was discovered, not in the boiler, but in the floor. Norris will coordinate with Swan Plumbing to perform further testing after the heat is on and repair of the leak. The location of the leak and the eventual repair is hidden under a built-in bench.

The Administrator stated for the record on behalf of the Board “a heartfelt and enthusiastic” thank you and appreciation to Dan Lewis and his scout troop for their thorough and highly professional work to locate the meters for electricity and gas and update a map for future use by the district.

**Fence Repair:**

Consent and acknowledgement letters were sent out the RJRD neighbors on Broadview, North and South Forest Brook and Broadview Roads. The letter explains that Great Lakes Fencing will be near and around those properties repairing the breeches of the fence and the volunteers are doing cleanup of trees and debris. There are approximately twenty-eight neighbors.

**Master Plan:**

The date of the first stakeholder meeting is being scheduled and is in the process of being confirmed with EDG. As previously mentioned, one (1) Board Member and the Administrator will be on hand for the meetings and there are six (6) total. A variety of groups have been already identified as “stakeholders” and the two (2) public forums will be conducted after the stakeholder meetings to include as many residents as possible.

EDG is the facilitator for the meetings and the Trustees and Administrator will assist with clarification of concerns or questions. Scheduling of the meetings will be dependent on availability due to the upcoming holidays. Tighter meeting schedule is anticipated early in the new year.

**2016 Audit:**

There will be an audit in 2016 and the Board was reminded to bring in any public records pertaining to the property that have been located on the property for safekeeping and records retention.

**Professional Services Pre-Qualifications:**

Submittals are due to RJRD on Monday, November 30, 2015. The evaluation criteria matrix has been developed and the Administrator will discuss with Trustee Becker to get his recommendation as to who from the Board will assist in the evaluation of the submissions.

**Inventory:**

Administrator reviewed inventory sheets and stated that a motion could be taken regarding the disposition of items and deferred to Trustees Fleming and Becker. Items considered for disposition because of “scrap status” are:

- Location Chagrin Cabin 31 grey mattresses, 7 green mattresses, 1 vinyl covered wooden loveseat, 1 vinyl covered wooden chair, 1 vinyl covered wooden bench
- Location Garfield Hall 23 metal folding chairs, 1 broken fireplace grate
- Location Amity 30 grey mattresses, 2 cloth covered wooden loveseats, 2 cloth covered wooden chairs
- Location Gemini 29 grey mattresses, 13 curtain rods 21 metal folding chairs

Trustees Fleming and Becker stated that only the cushions on the wooden furniture were considered scrap.

**MOTION** made by Mr. Fleming and seconded by Mr. Becker to declare the following inventory items as scrap

From Chagrin Cabin: 31 grey mattresses, 7 green mattresses 3 sets of cushions from the wooden loveseat, wooden chair and wooden bench

From Garfield Hall: 23 metal folding chairs and 1 broken fireplace grate

From Amity: 30 grey mattresses and 4 sets of cloth covered cushions from 2 wooden loveseats and 2 wooden chairs

From Gemini: 29 grey mattresses, 13 curtain rods and 21 metal folding chairs

**DISCUSSION: The Chair confirmed with the Trustee Fleming that he was in agreement with this action.**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Yea)**

**American Cell Tower Update:**

Mr. Kendrick Chittock was in attendance and presented the American Cell Tower check in the amount of \$5323.00. This check represented operating revenue from the first of the year that was misdirected to the WRLC.

**Resolution 14-2015:**

**A Resolution to Express Appreciation and Thanks to Trustee Floyd Ostrowski, RJRD's First Chairperson**

**MOTION** made by Mr. Becker and seconded by Ms. Clark to approve **Resolution 14-2015 Proclamation to Express Appreciation and Thanks to Trustee Floyd Ostrowski, RJRD First Chairperson.**

**DISCUSSION:**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Abstain), and Mr. Taylor (Yea)**

Trustee Ostrowski expressed his thanks and expressed his pleasure regarding serving on the board and working with the board. Ostrowski quipped even with the Western Reserve Land Conservancy [laughter] "*it is a great partnership.*" November 23, 2015 would be the last meeting that Ostrowski would be attending but he would serve to the end of his term on December 31, 2015. The Vice-Chair would Chair the next meeting per the RJRD Bylaws.

## **2. Farnham Manor**

Trustee Clark stated that it was the recommendation of the sub-committee to have the Farnham Manor Foundation work with the Richfield Historical Society. A letter to Mr. Stefanski at Third Federal was mailed on November 22, 2015 endorsed by Mr. Paul Swan, Richfield Historical Society, Mayor Bobbie Beshara and Summit County Council Person Mr. Nick Kostandaras. RJRD will take a step back but will monitor the status. It was not necessary for the Board to take formal action on the matter. Ostrowski expressed his appreciation to the committee and opined that the property should be preserved and was glad that the Historical Society is involved.

## **3. Unfinished Business:**

### **Dam Survey:**

There was discussion regarding the OHM proposal and statement of qualifications. Legal Counsel stated that the pre-qualifications being submitted included surveyors and pre-qualifications are based on qualifications and not cost. Legal Counsel re-stated the Administrator's comment that qualifications are required to be on file. Submittals will be reviewed and evaluated. The board or the task force would review and evaluate the submittals and then rank the firms so the board could determine the best firm in the categories required; e.g. dam survey.

Legal Counsel stated that a direct selection now would not be consistent with the ORC and suggested to the Board that they allow the process to "play out" as required and it was hoped that the process would only cause a slight delay of seven to ten days.

Trustee Becker asked Legal Counsel if a financial allocation could be made so after the firm selection is made the project can move forward without delay. Counsel responded by stating that it was unclear how an appropriation amount could be determined and stated that (1) make the selection of the firm, (2) negotiate a contract and (3) follow-up with a resolution that awards the contract and an appropriation.

## **4. New Business:**

### **December Meetings:**

Trustee Clark recommended that the second regular meeting for the Board on December 28, 2015 be cancelled. Trustee and Chair Ostrowski concurred and requested a motion on the matter.



**MOTION** made by Mr. Becker and seconded by Ms. Clark to cancel the Monday, December 28, 2015 Regular Trustee Meeting.

**DISCUSSION:** Trustee McNerney questioned if the dam survey issue that was brought up by Trustee Becker would be resolved in the timeframe being proposed. Becker expressed his hopefulness and explained the necessity and seriousness of the matter. Special meetings can always be called if required.

**ROLL CALL VOTE:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Yea)

### **Gund Hall:**

Trustee Becker stated his desire to gather cost proposals for Gund Hall and scope of services from architects for the same. Trustee Ostrowski stated that firms need to be pre-qualified. Deferring to Legal Counsel, Ostrowski asked for clarification. Legal Counsel re-stated the steps in the process and concurred with Ostrowski's explanation. [See above] The Administrator confirmed that a variety of professional design firms were included in the solicitation for pre-qualifications; i.e. architects, engineers, surveyors, dams, lakes, and civil.

The Buildings & Ground Committee and the Administrator will review and process the submissions for further action at the next regular meeting.

### **Thanksgiving Day Invite:**

Trustee Clark stated that the property would be open on Thanksgiving Day and invited all to take a walk on a 52° day on a beautiful property.

## **5. Comments from the Floor:**

Volunteer Coordinator confirmed with the Administrator that a copy of the inventory action taken at this meeting would be forwarded to her. Ms. Hanigosky stated that approximately five (5) signs were needed for the dog rules and litter pickup and Trustee Fleming stated that he would work with the Administrator on the matter.

The Chair recognized Mrs. Sandy Apidone. Mrs. Apidone stated that she has printed 200 maps and rules for her customers and half are gone. Apidone has only heard very good and positive things about the property. A local resident is taking pictures of the property and they are being sold at a very affordable price. This money is being donated to RJRD. A local resident, Mr. Crowfoot, passed away and in lieu of flowers the family is requesting donations to RJRD. The Mayor added that she spoke with Mr. Crowfoot's daughter, Lori, and the information was placed in the paper and checks should be made out to RJRD.

Mayor Bobbie Beshara expressed her appreciation for Mr. Ostrowski's service to the community and the Board. Beshara stated that Ostrowski will be sorely missed.

[Applause]

The Chair recognized Ms. Lynn Richardson. Ms. Richardson distributed copies of the press releases regarding the pipeline grant and the launching of the Memories Project. Richardson stated that the press release will be released on Tuesday, November 24, 2015 and directed the Board's attention to the yellow highlighted phrase, "with approval from the RJRD." Richardson requested action through motion by the board for the approval of this press release.

Richardson explained that the State Historic Preservation Office has specifically requested for information about how the property promoted social welfare and education to young women; in other words they want to know about the Girl Scouts. To obtain this information FOCH is launching the Memories Project. The FOCH Memories Project is FOCH's effort, on behalf of RJRD, to get the property on the National Registry of Historic Places.

**MOTION** made by Mr. Becker and seconded by Mr. McNerney to approve the FOCH press release as presented.

**DISCUSSION:** Trustee Ostrowski requested that RJRD be spelled out, Richfield Joint Recreation District. Trustee Clark asked if RJRD would have permission to use the quotes from the Memories Project and Richardson stated "yes." Trustee Becker suggested that Richardson state the benefits for this registry. Richardson stated it is a status symbol, distinction, valuable and the most importantly the first step to qualify for historic preservation tax credits. McNerney stated that many people search the national registry for locations to visit and this would be national publicity for the property. Taylor asked if this would restrict renovations on the buildings. Richardson stated that the website states there are no restrictions as long as there is no federal money involved.

**ROLL CALL VOTE:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Yea)

The Chair recognized Kathy Magnar. Magnar thanked the Board and the Committee for their assistance regarding saving the Farnham Manor & Foundation. Trustee Fleming stated that over the weekend a movie was being filmed

**6. Action Items and Agenda Items:**

The next Board meeting is Monday, December 14, 2015 at 6:30 p.m.

- Dam Survey
- Status of the Statement of Qualifications

**7. Executive Session:**

**MOTION** made by Ms. Clark and seconded by Mr. Taylor to go into Executive Session at 7:20 p.m. to discuss and consider the appointment, employment, dismissal, discipline, promotion or compensation of public employee.

**DISCUSSION: NONE**

**ROLL CALL VOTE: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Yea)**

**Also in attendance: Administrator Mrs. Bluso Rogers, Legal Counsel Mr. Hanna and Mayor Bobbie Beshara**

The public was encouraged to stay because there may be action taken after the session.

At 7:45 p.m., Administrator Mrs. Bluso Rogers and Mayor Beshara left the Executive Session.

**MOTION** made by Mr. Becker and seconded by Mr. Fleming to go out of Executive Session at 8:00 p.m.

**DISCUSSION: NONE**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Yea)**

**MOTION** made by Mr. McNerney and seconded by Mr. Becker to authorize RJRD's Legal Counsel to engage in discussions on behalf of RJRD for a capital project consultant for one (1) year on an independent contractor basis with Keith Shy in accordance with the proposed scope of services on file with the Administrator.

**DISCUSSION: NONE**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Yea)**

Ostrowski stated that Keith Shy is the recently retired director of the Akron Summit County Metro Parks with over 40 years of experience in building and running parks. He is an incredible asset to the Board and to the residents of Richfield. Ostrowski expressed his thanks to the Board for their decision.

[Applause]

**Adjournment:**

**MOTION** made by Mr. Becker and seconded by Mr. Fleming to adjourn at 8:05 p.m.

**DISCUSSION: NONE**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Yea)**

Respectfully submitted,

Debbie Bluso Rogers, Administrator to RJRD Board

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Richfield Joint Recreation District,  
Chairperson

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Richfield Joint Recreation District,  
Secretary