



**Special Meeting Work Session &  
Regular Meeting Minutes**

**Monday, July 27, 2015**

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

**SPECIAL MEETING WORK SESSION**

**Call to Order:**

The Special Meeting Work Session was Called to Order at 5:00 p.m. by the Chairperson Mr. Floyd Ostrowski. Roll Call was taken by RJRD Administrator, Mrs. Bluso Rogers.

**In Attendance:**

Mr. Bob Becker *(Trustee Mr. Becker arrived at 5:30 p.m.)*  
Ms. Kelly Clark  
Mr. Rich Fleming  
Mr. Ralph McNerney  
Mr. Pat Norris  
Mr. Floyd Ostrowski  
Mr. Bill Taylor

Mrs. Debbie Bluso Rogers, Administrator

**Also in Attendance:**

Mayor Bobbie Beshara  
Lucia Hanigosky, Volunteers

**Business:**

- 1. Discussion regarding possible dates for the Environmental Design Group Strategy Sessions:**

The Administrator was tasked to contact Mr. Jeff Kerr, EDG to discuss specifics for the sessions. Dates were discussed and it was the consensus that the first date would be Tuesday, August 18, 2015 based on board members' schedules.

**2. Discussion regarding property, infrastructure and building assessments:**

Prior to the meeting, Trustee Mr. Becker provided via electronic mail two-thirds of the activities for the property. Those activities were quickly and briefly described to the board. The EPA 319 grant was available that included the dredging of the lakes. No action was taken in the work session, but it was discussed that \$4500.00 could be approved for EDG to write the grant for RJRD.

**3. Continued discussion regarding RJRD work events and volunteer efforts for the "get ready" activities for 2015:**

A lengthy discussion ensued regarding the volunteer request process. Trustees requiring volunteer assistance are required to complete a volunteer request form. The Trustee in charge of the volunteer process will provide the volunteers per the request and will monitor the results of the request including hours. It was emphasized that the information gathered will assist in future grant applications. It was noted that clear communication was required to ensure success in getting the work done. Volunteers are an integral part of the process due to the limited operating funds.

**4. Park Access:**

The park will remain open only on the weekends, Saturday and Sunday, to ensure that the Operating Engineers can complete emergency repairs and volunteers can make repairs and perform inventory. Safety continues to be a major concern. Signage and maps will continue to be revised as repairs and conditions change on the property. Basic list of rules will be included until the complete set is reviewed by legal. There is no fishing, swimming or boating activities due to safety concerns and conditions of the property. This is a temporary situation.

**5. Discussion regarding property name:**

This item was not discussed due to time constraints. The Board will continue to prepare for this discussion.

The Board adjourned the work session at 6:25 p.m.

**REGULAR MEETING**

**Call to Order:**

The Regular Meeting of the RJRD Board of Trustees was Called to Order at 6:35 p.m. by Chairperson Mr. Floyd Ostrowski. Roll Call was taken by RJRD Administrator, Mrs. Bluso Rogers immediately following the Pledge of Allegiance.

**In Attendance:**

Mr. Bob Becker  
Ms. Kelly Clark  
Mr. Rich Fleming  
Mr. Ralph McNerney  
Mr. Pat Norris  
Mr. Floyd Ostrowski  
Mr. Bill Taylor

Mr. William Hanna, Board Legal Counsel  
Mrs. Debbie Bluso Rogers, Administrator

**Also in Attendance:**

Mayor Bobbie Beshara

**Business:**

**1. Approval of Minutes:**

▪ **Monday, June 22, 2015 Work Session and Regular Meeting**

The Board dispensed with the formal reading of the minutes.

**MOTION** made by Mr. McNerney and seconded by Mr. Norris to approve **the June 22, 2015 Work Session and Regular Meeting** minutes as presented.

**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)



▪ **Monday, July 13, 2015 Work Session and Regular Meeting**

The Board dispensed with the formal reading of the minutes.

**MOTION** made by Mr. McNerney and seconded by Ms. Clark to approve the July 13, 2015 Work Session and Regular Meeting minutes as presented.

**DISCUSSION: NONE**

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

**2. Committee Reports:**

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

The cash transaction report dated June 16, 2015 states an ending balance of \$120,793.45.

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

Mr. Becker stated that the Operating Engineers are working to clear trails and take care of emergency repairs. For visitors to the property, they need to be aware of the heavy equipment operators in certain areas. For safety reasons, visitors need to avoid these areas. It was emphasized to the public that RJRD is working hard to have the property accessible and safe.

**MOTION** made by Mr. Norris and seconded by Mr. Becker to recognize the Operating Engineers.

**DISCUSSION:** After discussion regarding the logistics of the recognition, motion was withdrawn.

Entered into the record was the Project Report dated July 27, 2015 by Trustee Mr. Becker. Shown as follows.

**Activity**

1. Physically inspect and assess buildings with B&G Committee members
2. Inspect/assess sewage & treatment system
3. Meet with Ohio EPA about treatment plant
4. Jet and scope sewer lines to find condition and any leaks
5. Emergency repairs of culverts
6. Emergency repairs of roads and trails
7. Get trails cleared and ready

8. Identify hazards
9. Review all streams/waterways for water quality
10. Assess bridges and dams
11. Contact Army Corp of Engineers about dams
12. Contact Army Corp of Engineers about lake dredging
13. Contact Ohio EPA about dredging
14. Meet with Event Coordinators to understand what is needed for Gund Hall and other buildings
15. Building Rentals
16. Meet with caterers about what is needed for Gund Kitchen
17. Meet with trail designers
18. Meet with architects about Gund & Maintenance Garage
19. Identify actual people by age range to be in and coordinate the focus groups
20. Identify and create partnerships with local companies and schools to get work (labor)
21. Establish operation requirements for buildings and grounds
22. Identify material and equipment list for B & G start up
23. Prioritize all repairs for grounds / roads / trails / buildings
24. Inventory report for fish, historical things, plants
25. Indentify utilities
26. Structural Engineer for current bridge capacities
27. Identify grant opportunities for RJRD needs
28. Assess pool
29. Quote for redoing pool to code and estimated cost to operate
30. Dispose of tent platforms
31. Dispose of Amity garage and convert to parking lot
32. Plan stabilization of historical buildings
33. Secure all buildings and treatment plant
34. Convert volunteer request sheet to a fill-able form
35. Fill out volunteer request forms for all identified projects
36. Estimate monthly / yearly fuel usage and solution
37. Meet with identified master planners
38. Meet with CVCC to indentify work and form relationship
39. Get buildings cleared and ready for moth balling or renovations
40. Get Wi-Fi site survey for Gund Hall
41. Get dumpsters for initial clean up and regular use
42. Get maintenance garage operational
43. Clear areas to be mowed of all debris and misc equipment
44. Get boat trailers inside of park
45. Get equipment that is spread around the property to a central location
46. Identify people for committee positions (résumés and interviews)
47. Work with zoning for all projects
48. Repair / replace gate openers

49. Coordinate with Police and Fire to establish access and review buildings and grounds
50. Set up maintenance logs and schedules for equipment
51. Set up operation of equipment and training and qualifications
52. Clear upper dam of trees as per instructions by ACE
53. Clear upper dam of vetch, reseed with appropriate grass
54. Repair upper dam rodent damage
55. Repair erosion of upper dam emergency spill way on the west side
56. Clear lower dam spill way
57. Clear lower dam secondary spill way
58. Clear lower dam emergency spill way
59. Exercise upper dam drain valve
60. Exercise lower drain valve
61. Get operation wrench for upper dam drain valve
62. Get all blueprints scanned, centralized and dispersed as necessary
63. Identify and hire PE to create lower dam concrete repair blueprints
64. Submit lower dam repair for approval
65. Identify and contract masonry contractor for lower dam repair
66. Reattach sundial at Mill
67. Review state of all latrines
68. Establish GIS for property, document all utilities, culverts, conditions, etc.
69. Create mobile app for visitors to navigate property
70. Feed mobile app current closed areas
71. Get fire extinguishers inspected and up to code
72. Get garage doors on maintenance garage operation and securable
73. Get security system in maintenance garage
74. Contact and coordinate with Ohio Bucky Trail
75. Establish signage for district rules
76. Get signage for marking closed areas (reusable and movable)
77. Identify electric meters as designated by Ohio Edison
78. Identify and establish accounts with suppliers
79. Identify which keys fit what
80. Review topography for canopy tour and / or zip lines
81. Meet with zip line designers / builders
82. Meet with zip line operators
83. Assess culvert capacities
84. Identify all drain grate locations
85. Identify all man hole culvert locations
86. Get road passable for sewer jetter truck
87. Trim all trees / brush from roads 3-feet horizontal edge and 13-feet vertical
88. Identify and set up accounts with suppliers
89. Development of Mobil app (iOS / Android for park trails, events,



- etc.)
90. GIS database of property and layer in location, specifications, conditions of assets
  91. Culverts, utilities etc.
  92. Occupancy of Gund per Summit county Inspectors 232
  93. Various Table configurations affecting capacity of Gund (round, rectangle, kings table, etc)
  94. Competitive Analysis for Gund Hall
  95. Operations Budget

The Board discussed various issues in regards to safety; e.g. downed power lines. The Board emphasized their commitment to ensuring that the property was safe and appealed to visitors to respect and honor the posting that restrict accessibility.

**MOTION** made by Mr. Becker and seconded by Mr. McNerney to approve an additional \$8000.00 to DynaAmerica from capital for the emergency repairs required for the sewer jetting and scoping in addition to the previous approval of \$15K on July 13, 2015.

**DISCUSSION: NONE**

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

c. Communications Committee, Chairperson Mr. Taylor

RJRD and FOCH will “man” a table at community days

d. Volunteers Committee, Chairperson Mr. Fleming

Appreciation and thanks was extended to Lucia Hanigosky for all her efforts to coordinate and manage the volunteers and volunteer logs. She is dedicated and very well organized. The procedure for fulfilling project needs as requested was stated.

1. All requests for projects are to be sent to Lucia Hanigosky. Mr. Fleming will ensure that the Administrator receives a copy.
2. Lucia will see that Volunteers are contacted and assigned to the task.
3. If a project or program leader is suggested, it will honor those requests and reasonably feasible.
4. The last task for the volunteer and requestor is to communicate formally that the project is completed.

The goal is to adhere to the process to ensure success of the volunteer work. Complaints should be directed to Trustee Mr. Fleming.

At the Saturday, July 18, 2015 Open Day, many new volunteers with expertise ranging from civil engineering, sign painting and carpentry was added. A report of all volunteer projects with status was distributed to the Board.

Special Revenue Committee, Chairperson Mr. McNerney

It was reported that Lynn Richardson is preparing the pipeline grant on behalf of RJRD. The pipeline grant is a matching grant that will help pay for fees to hire writers for the National Record of Historic Places application.

There is a 319 available for possible dredging funds and due to the due date of August 14, 2015, the Board discussed the possibility of Environmental Design Group preparing the grant on RJRD's behalf.

**MOTION** made by Mr. Becker and seconded by Mr. McNerney to approve the hiring of Environmental Design Group, EDG, to prepare the Ohio EPA 319 Grant on the behalf of RJRD in an amount not to exceed \$4500.00.

**DISCUSSION:** NONE

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

e. Recreation Services Committee, Chairperson Ms. Clark

In spite of some setbacks the first two weekends, 139 people enjoyed the property. Thanks were extended to Trustee Mr. Luther and Lucia Hanigosky. Monthly visitor numbers will be reported at the first regular meeting of the month one month arrears.

Fishing is not permitted until all assessments have been completed. Fishing debris is causing a serious problem in the area.

The Recreation Services Committee discussed the possibility of using Gemini or chagrin as a land lab. The committee would like to offer home schooling opportunities as well as science and math resources for the local school districts. The committee is also reviewing "edu caching" which is curriculum that provides STEM opportunities as opposed to Geocaching which is an outdoor treasure hinting game that utilizes GPS-enabled devices.

Eagle Scouts have contact RJRD for their projects. There will be follow-up proposals from the scouts. Local Girl Scout troops have also been in contact for property activities that include badge certifications.



The Committee is preparing a planning calendar for the next 18 months. FOCH is hosting an event entitled, "Kirby's Birthday Celebration" on Sunday, September 26, 2015 from 1:00 p.m. to 5:00 p.m. RJRD is partnering with FOCH on the birthday party. Other upcoming activities include Trick or Treat on the Trail and Christmas activities.

The following are members of the committee:

1. Programming: Andrew Ford and Jeff Treubig
2. Recreation: Ruth Jocek
3. Community & Special Events: Karen Smik
4. Eagle Scout Projects Advisor: Judy Sorozak
5. Boy Scouts Advisor: Stephen Morris, Wes Wier
6. Girl Scout Advisor: OPEN
7. Education/History: Lynn Richardson

**MOTION** made by Ms. Clark and seconded by Mr. Norris to approve the date of Saturday, July 16, 2016 for the property "grand opening."

**DISCUSSION:** Members of the board questioned if this was precedent setting.

**MOTION WAS AMENDED:** **MOTION MADE BY** Ms. Clark and seconded by Mr. McNerney to approve the date of Saturday, July 16, 2016 for the property "grand opening" and it is not precedent setting.

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

f. Personnel & Administration, Chairperson Mr. Ostrowski

The Administrator's report included the following:

**Gate:** The gate is scheduled for repair the week of August 5, 2015

**Safety Services:** Emergency contact numbers will be provided to dispatch. In case of an emergency, dispatch will first telephone Trustee Mr. Becker, Buildings and Grounds and second, Trustee Mr. Pat Norris.

**Zoning Update:** The Summit County Planning Commission had their meeting on Thursday, July 23, 2015 and the proposed text amendment was unanimously disapproved. The Staff report was returned for RTWP ZC's action. Summit County suggested that the text amendment should "mirror" Bainbridge Township.

Legal Counsel stated that a draft narrative application will be filed on behalf of RJRD for a conditional zoning certificate for the conditionally permitted use of governmentally owner and/or operated park with the CD Conservation District under the RTWP Zoning Resolution as previously discussed. Previous conversations regarding the matter noted that this application would be prepared as part of the “post transfer” activities. There was general Board consensus but no formal action.

It was noted that there is no RTWP “form” or template application for conditional uses and the Zoning Inspector for the Township stated that these applications are filed in a narrative format. Previously it should also be noted that the governmental entity issue is included in the application and the BZA and the ZI should be aware that the issue has been resolved. A draft will be circulated to the Board for their input and review.

**Vendor List & Credit:** Credit applications are in process and a vendor list is being developed.

**Key Policy:** All keys have been removed from the Administrative Office and a policy and procedures document is being prepared.

**Inventory:** The Board was reminded that one of the volunteer events includes the cleaning of buildings and grounds. All items must be included, evaluated and their condition determined as surplus, scrap or part of the inventory. Surplus condition means that the item has some value and disposal is either through donation, auction or to a salvage yard. Scrap means that the item is no value and once inventoried can be discarded through normal waste removal. Board action is **required** prior for all dispositions of items: remain in inventory, scrap or surplus.

**Cooperative Agreements:** Notably, the FOCH MOU or Cooperative Agreement is still a work in progress as their individual work plan or annual work plan is further defined. A draft MOU has been received from RJRD’s General Counsel that has been shared with FOCH. The largest part of the process is the work plan, which is being developed between RJRD Administrator and President of FOCH.

**Property Use:**

**Buildings & Grounds:** General park rules and regulations were prepared on the backside of the Buildings & Grounds Map that is now hanging in the RJRD Kiosk. Notably fishing is not permitted for the time being. The property will be more accessible for the public once the areas become safer. Some uses that the public desires will not be available since they are predicated on the approval by RTWP Board of Zoning Appeals.

The Summit County Health Department will be setting traps to determine the presence of disease carrying mosquitoes.

A Rumpke roll-off dumpster was delivered to the property. RJRD will have invoiced at a later date based on weight.

**Utilities:** The Administrator transferred the utility accounts from WRLC to RJRD: 6 Ohio Edison accounts, 1 Dominion Gas, 1 for AKE Sewer Services and a Windstream landline is in the process of being established for Gund Hall and the Service Garage.

**Chamber of Commerce:** The August lunch is Wednesday August 5, 2015. Trustee Ms. Clark and the Administrator developed a draft of the presentation. Trustees McNerney, Ostrowski will also have assigned parts. The lunch is \$11 per person and Trustees need to contact the Administrator so reservations with the Chamber can be made.

**Fiscal Items:** As required, a purchase order is required for each expenditure. As a fyi, three more have been established: AKE Labs, Dominion East Ohio Gas and Ohio Edison First Energy.

**Open Appropriation Items:** The Administrator provided a status on the appropriations.

On June 8, 2015 a motion was passed to approve \$1K for an appraiser in order to obtain a statement of worth on the buildings. This is still an open item.

On June 8, 2015 a motion was passed approving \$2K for trail cleaning supplies, fence debris removal. The Board was informed to bring in any receipts for these items.

On July 13, 2015 a motion was passed approving \$500 for gas and gas containers. One receipt was received and the balance from this motion is \$484.20.

On July 13, 2015 a motion was passed approving \$3K for additional miscellaneous supplies such as locks, toilet paper, toilet seats for the latrines, oil, hydraulic fluid, oil filters, shop rags, grease, hand cleaner, towels, garden hoses, Round-Up and necessary signage.

A number of action items for the Board were required through motion to pay the following invoices.



**MOTION** made by Mr. Becker and seconded by Mr. Norris to approve the Ohio Edison invoices in the amount of \$332.63.

**DISCUSSION:** None

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

**MOTION** made by Mr. Norris and seconded by Mr. Becker to approve the AKE Environmental and Construction invoice in the amount of \$1,591.50.

**DISCUSSION:** None

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

**MOTION** made by Mr. Norris and seconded by Mr. Becker to approve the Dominion East Ohio Gas invoices in the amount of \$38.99.

**DISCUSSION:** None

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

**MOTION** made by Mr. Norris and seconded by Mr. Becker to approve the Walter & Haverfield invoices in the amount of \$20,652.50 from the Capital Fund.

**DISCUSSION:** None

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

The Administrator is in the process of developing a Vendor List that includes Home Depot, Vermeer, and Richfield Auto Parts. These were processed at the request of the Buildings & Ground Trustee due to the emergency needs demanded by the neglected condition of the property. Future additions to the Vendor List will be brought to the Board for their approval through of a motion by the Treasurer.

**3. Friends Report**

FOCH is working on their annual work plan with their Board. An update on their work on the property was provided including suggested ideas for FOCH.

**4. Unfinished Business:**

None

**5. New Business:**

Trustee Mr. Ostrowski clarified that on Community Day there would not be a shuttle bus between Richfield Woods and the property.

**6. Comments from the Floor:**

It was noted that a resident on Newton Road has coyote problems and requested permission to hunt on the property. The Board took no formal action on the matter but deeply sympathized with the resident's loss of her pet.

**7. Action Items & Agenda Items for next Regular Meeting, Monday, August 10, 2015 at 6:30 p.m.**

An Eagle Scout will be making a presentation to the Board at the next regular meeting.

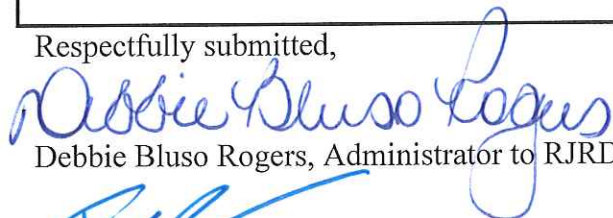
**Adjournment:**

**MOTION** made by Mr. Becker and seconded by Ms. Clark to adjourn at 8:23 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



Richfield Joint Recreation District,  
Chairperson



Richfield Joint Recreation District,  
Secretary