



Regular Meeting Minutes

Monday, October 26, 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 6:31 p.m. by Chairperson Mr. Floyd Ostrowski. Immediately following the Pledge of Allegiance, Roll Call was taken by RJRD Administrator, Mrs. Bluso Rogers

In Attendance:

Mr. Bob Becker *(Arrived at 6:45 p.m.)*
Ms. Kelly Clark
Mr. Rich Fleming
Mr. Ralph Mc Nerney
Mr. Pat Norris
Mr. Floyd Ostrowski
Mr. Bill Taylor *(Not Present)*

Mrs. Debbie Bluso Rogers, Administrator

Business:

1. Committee Reports:

a. Budgets & Finance Committee, Chairperson Mr. Norris

The Treasurer stated that the Administrator distributed the financial reports electronically.

Cash Balance: The cash balance as of September 30, 2015 is \$3,992,102.

- General Fund: \$182,413
- Capital Improvement Fund: \$3,397,530
- Retirement Fund: \$412,159

Expenditures: The balance as of September 30, 2015 is \$66,335.

- General Fund: \$24,019 [that includes \$20K loan repayment, credit for legal of \$1883 that was moved to capital, Ake Environmental \$2492, Personnel \$1952, utilities \$770, office expense \$134, building furnishings \$350, payroll services \$303 and computer services \$249]
- Capital Improvement Fund [legal services \$34,978, consulting services \$1013]
- Bond Retirement Fund [bond retirement fund from real estate taxes \$36,270]

Revenues: The balance as of September 30, 2015 is \$1,140,652.

- General Fund: \$15,506 [real estate taxes \$14,508, American Cell Tower \$760, interest \$237]
- Capital Improvement Fund [Public Works Commission Grant/Clean Ohio \$1,088,877]
- Bond Retirement Fund [real estate taxes \$36,270]

The Chair asked for the balance in the operating fund and the Administrator stated that the balance was \$182,413.

The Treasurer made it a point to thank the Village for the loan and Mike Lyons and Roger Swan stated that the citizens should be thanked. The Chair stated that both loan payments have been approved by the Board to be paid back to the Village and based on fund transfer timing it may not be reflected but the Treasurer stated that the payments were made and reflected.

The Treasurer stated that the borrowing interest rates doubled and mentioned that was concerned regarding the bond timing and he was pleased to announce that RJRD borrowed the money at the correct time.

b. Buildings & Grounds Committee, Chairperson Mr. Becker

Not present during the order of agenda.

The Chair requested the committee report immediately following the conclusion of the Volunteer Committee report after the arrival of Trustee Becker at 6:45 p.m.

Trustee Becker stated that copies of the keys were made and were distributed as per the policy. All exterior gates have been keyed or padlocked so they are all the same. Lock box keys have been changed so one (1) single lock box keys can be used. Keys have been provided to the Fire and Police Department.

Trail work has come to a halt due to the end of the season. Latrines have been pumped and cleaned. Seven (7) strategically placed latrines are open and equipment with toilet paper dispensers and toilet paper.

Trustee Becker is still trying to locate the electrical feed to the buildings north of Gund Hall.

Culvert work has ceased due to the schedule of the Operating Engineers. Some culvert work may occur before the end of the year if the OE can schedule it.

There were no questions for Becker but Fleming stated that Becker works very hard and property work is "*getting there.*" Norris confirmed that this was a "thank you" from Fleming to Becker.

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

There was no report.

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

Trustee Mr. Fleming expressed his appreciation and thanks to all of the volunteers who made the Trick or Treat on the Trail a great success; the number of volunteers were too numerous to name. Trustee Fleming recognized fellow Trustee Clark for the great success. Work continues on building cleanout and inventory and the diminishing daylight is hindering the work.

Trustee Fleming repeated the necessity for the Trustees and any other volunteer to record their volunteer hours. These logs are required to be provided to the Administrator, Mrs. Bluso Rogers. At the October 19, 2015 Staff Meeting, Trustee Fleming stated concerns for the Board and the Volunteer Committee: volunteer equipment certification, keys, code access, after hour access to the property, liability and group responsibility. The RJRD Administrator is the appropriate person to handle all the approvals for decisions on behalf of the board and for property use, and access events or activities. Without elaborating on these items, Trustee Fleming stated that the minutes for the meeting would reflect the discussion.

98% of the Garfield House items have been moved to the storage room in the barn at the north side of the parking lot. Eighty-eight (88) mattresses were scrapped. On Tuesday, volunteers with pickup trucks will be hauling trash and on Saturday, items that are salvageable will be moved to the storage room. Garfield House will

be completed on October 31, 2015 and the volunteers will move to Hilltop and Kirby. Gund Hall will follow. RJRD equipment will be needed to complete this task.

Electricity is still needed in the buildings north of Gund Hall and has communicated that to Buildings and Grounds.

The volunteer vests have been picked up from the Cuyahoga Valley Career Center and Trustee Fleming stated his appreciation and thanks to those students. Other volunteer t-shirts are in process and the Volunteer Coordinator, Mrs. Lucia Hanigosky is handling that matter.

Coincident with the inventory process, all other volunteer requests are being filled to the best of the volunteer coordinator's ability to schedule and find appropriate volunteers.

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

There was no report.

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

The Chair called on Trustee Clark as the "Trustee of the Hour" for the great work and great success for the RJRD Trick or Treat on the Trail Event. The Chair stated that Clark and her Committee deserved a big thank you and special recognition for this event. Clark thanked the eighty-two (82) volunteers who helped with the event. The Chair stated, "That was terrific." Clark stated that it was truly amazing to see approximately 650 people on the property. "It was fabulous!"

Clark thanked the following: Mayor Bobbie Beshara, Davey Tree, Elegant Dentistry, Giant Eagle, Karen Smik, National State Insurance, Le Marie Salon, Richfield Branch Library, Richfield Historical Society, and Teschner's Tavern. There were a few donors and donations that came in after the recognition board was printed and Trustee Clark expressed apologies; such as Village Auto Body, Ohio Operating Engineers and Frontier Tank. Also thanked were: Westwood Farm [Greg and Gary Schrank] for the hayride, Cynthia McWilliams who donated the fall decorations, Lucia Hanigosky Volunteer Coordinator and the residents of Richfield. These donors, stated Clark, made the event possible at no expense of RJRD. Clark stated that a full financial accounting will be prepared for the next regular meeting.

The Chair summed up the event by saying "*bringing 650 people onto the property in two (2) hours is awesome!*" A hearty thanks and appreciation was given to Trustee Clark and her Committee.

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

The Administrator stated that the CVCC requested pictures of the event with volunteers wearing the vests so they can include in their newsletters.

The Administrator requested an addition to the agenda regarding the approval of minutes that were prepared and ready for Board action after the agenda was distributed. Board members received an electronic file prior to the meeting.

Monday, September 14, 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 Mr. Becker and seconded by Ms. Clark to approve the September 14, 2015 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 (Not Present)

Monday, September 28, 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 Mr. Becker and seconded by Ms. Clark to approve the September 28, 2015 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 (Not Present)

Monday, October 5, 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. Becker to approve the September 28, 2015 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 (Not Present)

The Administrator gave the following report:

Occupancy Permits: A number of items required by the Fire Department and the SCBD (Summit County Building Department) are in processed of being resolved by Trustee Becker and Administrator Bluso Rogers after the on-site meeting with Assistant Fire Chief McLean and SCBD Chief Building Official Mr. John LaBriola on Friday, October 23, 2015. Action items need to be resolved within twenty (20) days. Trustee Becker is handling the exit signs, locking and closing off the kitchen area and closing off the flushable restrooms. The Summer Barn requires a wall mounted 3KW heater installed by a certified electrician and the target number for occupancy would be six (6). Outdoor pavilions and structures are able to be used as long as there are not four walls.

The Administrator is working on the fire place, pit toilets and portable potties and heating. Trustee Becker stated to the SCBD that Gund Hall will be used all four (4) seasons which then precipitated the aforementioned action items. Mr. LaBriola stated that occupancy of 180 may be permitted and that restroom facilities need to be calculated on that number.

All buildings, especially Gund Hall, Summer Barn, Kirby Mill and Kirby House, are closed for public use until SCBD matters are resolved and RJRD is issued occupancy permits [CFO's]. The only allowable access is for small number of volunteers who are performing required inventory. The inspection of the Kirby Buildings was "unofficial" and it was stated to the Administrator that a number of items needed to be addressed to bring these buildings to 2015 building standards. Trustee Becker concurred with the report and added that fire egress was important for safety and an issue. The AIA of Akron could be of assistance at little or no cost. The Executive Director is Carolyn Tinsley, 2841 Riviera Drive, #120, Fairlawn, Ohio, 330.699.9788. Regarding the Summer Barn, SCBD Chief stated that if there is occupancy there must be heat per building code.

The Administrator stated that RJRD is in receipt of two (2) fire inspections: Gund Hall and the Summer Barn. The Summer Barn was classified as a business class.

Trustee Norris asked Trustee Becker, *"just because we have the ability to have heat the building doesn't mean we have to heat the building, is that correct."* Trustee Becker would get back with an answer. The Chair asked if there was power to the building and Becker stated it would need to be turned on. Norris asked about gas to Gund Hall and Becker stated that it hasn't been pursued. The Administrator stated that SCBD required heat and as long as there is none, a CFO would not be issued. The fire inspection would pass but the building department issues would still be outstanding. The 20 day deadline is November 23, 2015.

The fireplace in Gund Hall needs to be inspected by a Chimney Sweep and Becker stated that on his inspection it appeared to be in good shape.

Fence Repair: Two (2) quotes have been received and a third is anticipated. The Administrator will prepare a due diligence analysis and will execute a proposal that will not exceed the Board action of not exceeding \$49,999.99.

Security and Keys: Sets of keys were distributed per policy.

Property Inquiry: Village Council Person, Jim Kahoe contacted the Administrator regarding a competitive baseball league that is interested in using some of the property. The Administrator will set up a meeting with the Chair and those interested parties. Once more details are acquired, the Board will be informed. Legal Counsel will review the conservation easement since the small piece of property may or may not have restrictions and there could be trail connectivity with the master plan. No formal action is being requested from the Board but rather a consensus of possible interest to get more information. The Board was willing to listen and take it under advisement due to the trail and master plan implications.

Clean Ohio Boundary: The Administrator posed a question to WRLC Stewardship Department regarding signage to mark the boundaries of the Clean Ohio area. According to RJRD's monitor at WRLC, there is no policy or rule for specific wording or spacing for signage along conservation easement boundaries. RJRD can move forward with whichever wording and spacing [including no measured interval] that RJRD sees fit for marking the Clean Ohio Boundary. WRLC has found that 50-feet between markers tend to be too close unless it is in an area where there is a lot of encroachment. Having no specific interval works best and 100-feet to 150-feet is fine plus it gives more flexibility. Markers need to be placed within sight of the next marker where possible.

Property Managers: RJRD was in receipt of a possible candidate to manage the property. The information will be placed for future follow-up due to the Board's work on a master plan.

Trustee Norris asked for the status of the American Cell Tower checks and the answer was still waiting for WRLC accounting to provide information. RJRD's Legal Counsel concurred.

Zoning Update: Mr. Hanna stated that the RTWP B ZA continued the hearing for the District's application for conditional zoning certificate to operate the property as a park in a conservation district on Tuesday, October 20, 2015 at 6:30 p.m. The first hearing was in August and at the October 20, 2015 hearing RJRD placed into testimony information requested by the BZA. A major area of concern was safety and information was provided as well as testimony from Assistant Fire Chief, RPD Chief Morgan, Mr. Ostrowski, Mr. Becker, Mr. Fleming [resident] and additional testimony from other residents all in favor. There was no opposing testimony. There will be a special meeting on Tuesday, November 10, 2015 and the hearing was not closed so additional testimony can still be entered.

Inventory Status: The inventory is about one-third complete. The question was asked if there was an inventory list for each building and if those buildings were able to be completely closed and or mothballed and if non-scrap materials could be placed in another building for storage purposes. Further, could appliances that are to be scrapped moved to a holding area for pick-up. The discussion continued regarding the use of RJRD property equipment so inventory could be moved. Norris mentioned that the trailer was available. More discussion continued regarding the use of personal cars and liability. Norris offered to help as well as Becker.

Trustee Norris asked for the process to dispose of scrap assets. It was explained that the Board was required to take action through motion scrapping the assets. The assets required full description, location and estimated value. Becker interjected that he was going to take this matter up under new business.

2. Farnham Manor Update

The committee is still evaluating. There was a meeting preceding the regular meeting and the committee went into Executive Session.

3. Friends Report

FOCH has focused on (1) MOU with RJRD, (2) planning for the restoration of Kirby's Mill and (3) planning for a program of invasive species removal and native species restoration.

The FOCH Board has done some research into contracts and MOU's between non-profit friends groups and various government agencies. FOCH is not sure what the next step should be.

Regarding the Kirby's Mill, FOCH wants to consider all possible options for the future use of the mill and is conducting brainstorming sessions. FOCH has set up an appointment and site assessment with Mark Smith. Mark Smith is a traditional Millwright associated with Wolfe Creek Grist Mill. Steve Schildhorn conducted a site assessment for hydropower. FOCH explained to Steve Schildhorn their goal for getting the mill operational is more for educational purposes rather than generating electricity. Mr. Schildhorn stated that both objectives can be met and FOCH will be seeking RJRD support on the matter. FOCH will be hiring a structural engineer to evaluate the mill house.

FOCH was concerned with the CFO issues with the SCBD. The Administrator stated that the conversation with SCBD indicated that the AIA of Akron could provide guidance in meeting building standards that would meet 2015 code specifically with the egress issues. To use the building as a meeting space would be different if it was a museum and not occupied. Modifications would need to be done on the south side of the building to alleviate the narrow walkway. It's not conclusive what modifications are required but the process certainly needs to be thoroughly investigated with the use of the building determined. FOCH will pursue conversations with AIA of Akron. FOCH requested clarification regarding the building; i.e. can professionals be on premise to make assessments. Becker spoke for the Board and answered "yes."

Regarding invasive species, FOCH has been working on removing multi-flora rose and barberry from the historic areas. The process is slow going due to few volunteers. Due to a lack of an overall plan, FOCH only recruited a small number of volunteers. FOCH requested Trustee Fleming's approval for the ability to train the FOCH volunteers in order to work on this project in the spring. Becker stated that this project was being handled by his invasive species committee. Becker asked if FOCH was interested in adding this to their work plan and FOCH stated "yes" so Becker stated that they would be included in the project. The discussion continued to clear up the confusion regarding the ownership of this project.

Trustee Fleming stated that FOCH will need to work through the RJRD Volunteer Committee on the invasive species work.

4. Unfinished Business:

Trustee Clark stated that WRLC was also a partner at the Trick or Treat on the Trail and apologized for not including them in the Recreation Services Report. WRLC hosted "meet a spider" activity.

5. New Business:

Discussion on Forestry Management Letter of Understanding:

The Chair stated that there was a Work Session on Monday, October 19, 2015 and a presentation on forestry management was given by Adam Beichler from the Wilderness Center. The Letter of Understanding has been submitted to Legal and Board action is required to proceed with legal review and acceptance of the services provided by the Forestry Management Consultant.

MOTION made by Mr. Becker and seconded by Mr. Norris to move forward with the letter of understanding regarding a Forestry Management Consultant subject to legal review of the contract in order to meet the immediate need of preservation of the forest on the RJRD property.

DISCUSSION: The Chair stated that the mission and consulting services complements the mission of RJRD. Fleming asked if the need was immediate and it was answered that the work and identification of the trees would need to be done this year. Norris interjected that working on frozen ground is less damaging. Fleming stated that he was in favor of preserving the forest but he opined that there were enough people considered. Fleming did not want this management be performed solely for financial gain. The Chair stated his agreement and emphasized this was for preservation and future forestation. Becker stated that the consultant would oversee the entire project; i.e. moving forward with a consultant to guide RJRD to preserve, reforest and conserve. Becker stated that no one on the Board is an expert and the consultant is. Fleming stated that this process could possibly wait until next year and Becker stated that there are a number of species that are either dying or diseased and need to be taken care of sooner rather than later because then they become nuisance trees and would be an expense for the District rather than a special revenue source. Fleming stated that the special revenue gained would be offset by the expense used to clean up the debris. Becker countered with the rationale that the debris left behind is a healthy bi-product for the environment and ecosystem. Ostrowski stated that some of the trees pose hazardous conditions for visitors and potential damage to the dam. This motion is to hire the consultant to help us with the forestry management process. Trustee Clark stated that there are two proposals the board was considering and requested clarification from Becker. Becker stated that one proposal was for a licensed forester and this proposal was for a consultant that would oversee the entire process of forestry management by marking and identifying trees, obtaining the best price and on-site supervision of the tree removal. The forester proposal was never executed.

This vote is to hire a consultant and not approving any trees to be taken down. The Administrator stated that the cost for the consultant was contingent upon the price of the tree removal; e.g. 10% of the market value or 10% of \$100K. The payment would only apply if RJRD moved forward.

MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Fleming (No), Mr. McNerney (Yea), Mr. Norris (Yea), Mr. Ostrowski (Yea), and Mr. Taylor (Not Present)

Discussion and Update of Master Plan:

Mr. Ostrowski and the Administrator met with EDG to discuss the overall outline of the master planning process. EDG will be performing preliminary infrastructure assessment at a high level and will provide details for further action when appropriate. There will be six (6) one on one stakeholder meetings and interviews. The Administrator and a Board member will be present. It is anticipated that each Board member will attend one of those meetings. There will be two (2) public meetings with Board members present to help facilitated.

A schedule for the stakeholder meetings is being determined but could be slightly delayed due to the upcoming holidays. Since there will be new members to the Board January, 2016, the Chair wanted most of the meetings to occur when the full Board was in place. The Board did not have any continued discussion on the matter.

The Chair recognized Trustee Becker.

MOTION made by Mr. Becker and seconded by NO ONE to declare all of the appliances, stoves, refrigerators, freezers as scrap and the count at the time of disposal would be recorded as the inventory out of the various buildings.

DISCUSSION: The motion was not seconded and discussion immediately took place. Ostrowski asked if there was any value to the appliances. Becker stated that he was at a salvage yard and this type of metal was a penny a pound. There is a cost of approximately \$50 to \$100 to appropriately dispose of the appliances. The Administrator stated that it was required to state the exact number of appliances, specific location, and adequate description. Becker stated that this would occur at the time of disposal. Legal Counsel stated that sufficient detail was required such as types of burners, some sort of specificity and the Administrator interjected serial number, make, model and building location. Legal Counsel stated that the aforementioned were the requisite steps. Legal Counsel stated that the appliances could be located to one central point for processing but they could not be merely labeled stove 1, 2, 3, etc. A picture could be taken and a basic description. A public entity should ensure it disposes of personal property at a known value or if it is trash it is disposed of properly.

The Motion was seconded at this time by Mr. Norris.

Continued Discussion: Lucia Hanigosky stated that pictures and completed inventory items would be ready for the next regular meeting.

MOTION WAS WITHDRAWN BY TRUSTEE BECKER

6. Comments from the Floor:

The Chair recognized Mike McGee, 3920 Sawbridge Drive. Mr. McGee requested that RJRD Board take immediate steps to secure the Oviatt House and consider expanding the park perimeter fence to include the building in order to protect it from trespassers, ensure safety and prevent further vandalism. Mr. McGee offered that it would make a great museum and it could be included with the entire Kirby Area by special fencing and pedestrian gates just for visiting the historic area.

Becker responded that the building has been secured multiple times but the security is always breached.

The Mayor asked the Board for their plans for winter access to the property and snowplowing. Becker responded and stated that RJRD has some snow removal equipment and added that the Operating Engineers have promised to remove snow.

The Chair recognized Volunteer Coordinator. Lucia Hanigosky expressed her thanks and appreciation for the RJRD volunteer shirts and vests.

7. Action Items and Agenda Items:

The next Board meeting is Monday, November 9, 2015 at 6:30 p.m.

Appliance Inventory

No work sessions were required either before the regular meeting or on an alternate day.

Lower lake and dam survey OHM proposal discussion

Executive Session to discuss and consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

8. Executive Session: The Executive Session was not held.

Adjournment:

MOTION made by Ms. Clark and seconded by Mr. Becker to adjourn at 7:45 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 (Not Present)

Immediately following adjournment, Chairperson Mr. Ostrowski called attention to Trustee Clark for her awesome event.

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



Richfield Joint Recreation District,
Chairperson



Richfield Joint Recreation District,
Secretary