



REGULAR MEETING
MONDAY, MARCH 26, 2018
(Meeting held at Richfield Masonic Hall)

Call to Order: Meeting was called to order at 6:30 pm by Chairman Bob Becker.

Roll Call: Sandy Apidone, Bob Becker, Jeff DeLuca, Meg Slifcak, Bill Smith, Ralph Waszak,
Administrative Coordinator, Judy Soroczak Excused Absence: Pat Norris

WORK SESSION

Ohio Deferred Compensation briefing memo presented by Mr. Smith. The Richfield Joint Recreation District is an employer of "eligible employees" under Ohio Revised Code Section 148.01, and is accordingly required by Ohio law to make the Ohio Deferred Compensation program, a supplemental "457(b)" retirement plan, available to its eligible employees. This program is free of cost to the employer, but employers must join the "Ohio Public Employees Deferred Compensation Program" in order to make the benefit available. The membership documents are prescribed by the Program, and the Board's execution of the necessary documents is authorized by the attached Resolution.

Mr. Becker asked the board for volunteers to partake in a new AD HOC committee to assist with the Board ToDo List. Mr. Waszak, Mr. DeLuca and Ms. Apidone responded to partake in filling the Trustee seats on the committee. Two additional advisors are permitted to assist.

An American Tower update was given by Mr. Smith. As of this date American Tower agreed to the terms presented by the RJRD verbally. Once a written agreement is received the Board can move forward with approval of the document.

REGULAR MEETING

Approval of Minutes

Motion made by Mr. Smith, second by Ms. Slifcak to approve Regular RJRD Board Meeting minutes of February 26, 2018.

Discussion: None

Motion Approved: Vote taken by voice to approve minutes: Yea - Unanimous

Standing Committee Reports

Governance Committee - Meg Slifcak

Motion made by Mr. Smith, second by Ms. Slifcak to approve Governance Committee Meeting minutes of February 12, 2018 and March 12, 2018.

Discussion: None

Motion Approved Vote taken by voice to approve minutes: Yea - Unanimous

Park Office Update:

- Volunteers thanked for their labor intensive work in sanding and staining the wood ceilings.
- Seeking insulation help for next phase
- Thank you given to all participants and attendees at the March 10 RHP Summit vent.

Park Operations - Jeff DeLuca

Motion made by Mr. DeLuca, second by Mr. Waszak to approve Park Operations meeting minutes from March 21, 2018.

Discussion: None

Motion Approved: Vote taken by voice to approve minutes: Yea - Unanimous

- Mr. DeLuca updated the Chagrin Cabin roof has been finished, Gemini Cabin was near complete. Work will be done on a small area of need on Coach House. Roofsmiths will be starting work on the Kirby house next week. The Maintenance Garage work is pending a start date.
- Seeking volunteers to assist in ongoing projects.
- Baypointe Technologies has started work on cameras to protect assets..
- Materials are ready to go for the clogged Amity culverts, work to be done by the OOE.
- The parks chipper will be used by the Richfield Township again for their annual chipping dates.

Park Services - Sandy Apidone

- Nichole Houze, Naturalist with Medina County Parks was introduced as an advisor with the Park Services committee.
- Signage was approved for the Ohio Horseman Council, placement will be coordinated with Mr. DeLuca

Motion made by Ms. Apidone second by Mr. DeLuca to allocate funds of \$60.00 for the purchase of a cake for Volunteer Appreciation Day on Saturday, April 21, 2018.

Discussion: None

Motion Approved Vote taken by voice: Yea - Unanimous

- Plans to hold a more formal celebration of the park's volunteers will be held later in the year.

Motion made by Ms. Apidone second by Ms. Slifcak to amend fees for Gund Hall per Park Services recommendation.

Discussion: None

Motion Approved Vote taken by voice: Yea - Unanimous

Capital Projects - Ralph Waszak

- Review of possible dam seepage
- Possible start of DLZ Engineers wastewater treatment plant work in May

Fundraising - Bill Smith: No Report

Administrative Coordinator Report: Attached

Motion to go out of order by Mr. DeLuca, second by Mr. Waszak to address Capital Projects Committee Minutes.

Discussion: None

Motion Approved Vote taken by voice - Unanimous

Mr. Waszak confirmed there are no minutes at this time.

Volunteer Coordinator Report: Attached

Treasurer Report - Attached presented by Mr. Becker

Special Orders - None.

Executive Session

Motion by Ms. Slifcak, second by Mr. Waszak to move into Executive Session to consider the compensation of a public employee per ORC 121.22(g) at 7:05pm

No Discussion

Motion Approved by Roll Call Vote: Yes- Unanimous

The Board returned from Executive Session at 7:15pm by motion to reconvene made by

Mr. Smith second by Ms. Slifcak

Discussion: None

Motion Approved by Roll Call Vote taken in Executive Session Yea - Unanimous

New Business:

AD Hoc Committee Project Priority List

Motion by Mr. Smith second by Ms. Slifcak to form an AD Hoc Committee to assist in the monitoring and execution of the RJRD Project Priority List. The committee will be comprised of three Trustees and up to three Advisors.

Discussion: None

Motion Passed by Voice Vote: Yes-Unanimous

RFQ Dam Design - Not available at this time

Fiscal Agent: At the Board's direction, the Governance Committee has completed the search for a fiscal officer to replace the services performed to date by the Village of Richfield. Having interviewed several candidates who responded to the job postings, the Governance Committee, with the endorsement of the Treasurer, has decided to offer the post as a part-time position to Timothy Clymer, at a per monthly rate of \$750.00. The attached resolution authorizes the Chairman of the Board of Trustees, or at his direction any Trustee who is a member of the Governance Committee, to make the offer described above to Mr. Clymer and to conclude such additional terms consistent with such offer as may be necessary or appropriate to reflect Mr. Clymer's appointment as fiscal officer on mutually acceptable terms.

Motion to approve and adopt by Ms. Slifcak, second by Ms. Apidone
RESOLUTION NO. 5-2018

A RESOLUTION AUTHORIZING THE RICHFIELD JOINT RECREATION DISTRICT TO HIRE A FISCAL OFFICER

WHEREAS, THE Board of Trustees of the Richfield Joint Recreation District has previously determined to hire a Fiscal Agent to perform those tasks which have heretofore been performed by the Village of Richfield pursuant to agreement; and

WHEREAS, the Governance Committee has concluded the search process and, having interviewed several qualified candidates, has concluded that Mr. Timothy Clymer is the appropriate person to serve as Fiscal Agent.

BE IT RESOLVED by the Board of Trustees of the Richfield Joint Recreation District, County of Summit, State of Ohio:

SECTION 1. That the Board of Trustees authorizes the Chairman or any Trustee designated by the Chairman to: (a) offer the position of Fiscal Agent for the Richfield Joint Recreation District to Mr. Clymer, on a part-time basis at a monthly rate of Seven Hundred Fifty Dollars (\$750); (b) enter into an employment

agreement with Mr. Clymer describing his duties as Fiscal Agent and setting forth such additional terms governing his work in that capacity as the Chairman (or such other Trustee) shall determine to be consistent with the foregoing and other wise appropriate to establish his starting date, any necessary training and similar matters governing his employment; and (c) cooperate with the Village of Richfield and its employees to facilitate the orderly transition of the duties to be assumed by Mr. Clymer and to ensure that the terms of the agreement between the Village and the Richfield Joint Recreation District are fully performed..

SECTION 2. That this Board finds and determines that all formal actions of this Board concerning and relating to this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with applicable law.

SECTION 3. That this Resolution shall be in full force and effect from and immediately upon its adoption.

Discussion: None

Motion Passed: Vote taken by voice Aye-Unanimous

Maintenance Tech: As directed by the Board, the Park Operations Committee, with the participation and support of the Governance Committee, interviewed several candidates who had responded to the job posting for a part-time maintenance technician to work not more than an average of 24 hours in any calendar week from April to October to assist in the maintenance and upkeep of Richfield Heritage Preserve under the general supervision of the chairman of the Park Operations Committee. While each of the candidates so interviewed had appropriate qualifications, the Park Operations Committee recommended that Russell Shutt, a Village resident experienced with landscaping, light carpentry and equipment maintenance, be hired for this position in accordance with the terms (not more than 24 hours per week; \$17 per hour compensation on a part-time, no-benefits basis) contained in the employment posting.

Motion by Mr. Smith, second by Ms. Slifcak to approve an offer to Mr. Shutt the position of part-time maintenance technician on the terms set forth above.

No Discussion

Motion Approved: Vote take by voice Aye-Unanimous

Ohio Deferred Compensation:

**Motion by Mr. Smith second by Ms. Slifcak to approve and adopt
Resolution 06-2018**

Adoption of a Plan under the Program by Eligible Employer This Resolution has been approved as to form by the Ohio Attorney General A RESOLUTION adopting the Plan under the Ohio Public Employees Deferred Compensation Program Work administered by the Ohio Public Employees Deferred Compensation Board for participation by "eligible employees" of the Richfield Joint Recreation District. administered by the Ohio Public Employees Deferred Compensation Board for participation by "eligible employees" of the Richfield Joint Recreation District.

WHEREAS, Ohio Revised Code Section 148 (the "Enabling Statute") creates the Ohio Public Employees Deferred Compensation Board (the "Board") and establishes the Ohio Public Employees Deferred Compensation Program (the "Program") and a copy of the uniform Plan Document for the Program has been provided to the appropriate officer(s) of the Richfield Joint Recreation District; and

WHEREAS, the Richfield Joint Recreation District is an employer of "Eligible Employee(s)" (as defined by Ohio Revised Code Section 148.01(A)(1)), and thereby may adopt a Plan under the Program; and

WHEREAS, the Richfield Joint Work Recreation District desires to or is required to adopt the Plan under the Program for participation by "eligible employees."

NOW THEREFORE, the Governing Body of the Richfield Joint Recreation District hereby resolves as follows:

The Richfield Joint Recreation District hereby adopts the Plan under the Program, and shall properly contract with any Eligible Employee who desires to participate in the Plan. The Richfield Joint Recreation District's Plan shall be the uniform Plan as promulgated by and as amended from time to time by the Board.

The Board is hereby authorized to administer the Plan under the Program, and to do all things necessary or proper for the administration of the Plan, consistent with the Enabling Statutes and all the Rules and Regulations promulgated by the Board, whether by the Ohio Administrative Code or otherwise, and consistent with the Adoption Agreement executed by the Richfield Joint Recreation District. The Director is hereby appointed the Responsible Official who is authorized and directed by the Governing Body to execute the Adoption Agreement. Consistent with the Adoption Agreement and the Rules and Regulations promulgated by the Board, the proper officials, officers, employees, and agents of the Richfield Joint Recreation District are authorized to provide the Board with any information it may properly require for the administration of the Plan under the Program.

Discussion: None

Motion Approved: *Vote taken by voice Aye-Unanimous*

Purchase of Used Golf Carts: Board members, including Messrs. Norris and Smith, recently learned that St. Bernards Golf Club planned to sell its fleet of used, gas-powered Yamaha golf carts in exchange for newer carts, and would have several of its polder carts left over and available for private sale at not more than \$750 each (to be sold in good working order after inspection). Mr. Norris has spoken with Ron and Debbie Fike, who manage St. Bernards, and they have tentatively agreed (subject to Board approval) to purchase two of the used Yamaha carts for not more than \$750 apiece and to have the carts modified by the St. Bernard personnel responsible for cart maintenance and repair, with lift kits and off-road tires, at cost, to make them suitable for use throughout the Richfield Heritage Preserve.

Motion by Mr. Waszak second by Ms. Slifcak to approve

RESOLUTION NO. 07-2018

A RESOLUTION AUTHORIZING THE RICHFIELD JOINT RECREATION DISTRICT TO PURCHASE AND MODIFY USED GOLF CARTS

WHEREAS, St. Bernard's Golf Club has offered two (2) of its used, gas-powered Yamaha golf carts for sale to the Richfield Joint Recreation District for a price not to exceed Seven Hundred Fifty Dollars (\$750) apiece, and has further offered to inspect the carts to be sold, to ensure that the carts sold are in good working condition and to perform certain modifications to the carts (including the installation of "lift kits" and off-road tires) at the Board's direction (and at the Board's cost) in order to render the same suitable for use within the Richfield Heritage Preserve (the "Park"); and WHEREAS, the use of the modified carts will enhance the operation and maintenance of the Park and will make the Park more accessible to elderly or disabled visitors.

BE IT RESOLVED by the Board of Trustees of the Richfield Joint Recreation District, County of Summit, State of Ohio:

SECTION 1. That the Board of Trustees authorizes the Chairman or any Trustee designated by the Chairman to: (a) take such actions as may be appropriate to conclude the Board's purchase of the golf carts from St. Bernard's, and (b) select the modifications to be made to ready the carts for use in the Park, purchase the necessary equipment to complete the same pay for the installation of same on terms generally available for such purchase and installation in the Northeastern Ohio area.

SECTION 2. That this Board finds and determines that all formal actions of this Board concerning and relating to this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with applicable law.

SECTION 3. That this Resolution shall be in full force and effect from and immediately upon its adoption.

Discussion: None

Motion Approved: Vote taken by voice Aye-Unanimous

Partner Reports

Buckeye Trail Association - Pat Hayes advised of upcoming trailwork on April 11, 10:00 am-2:00 pm

Foch Report - Attached

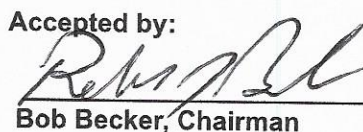
OHC - Molly Eastwood shared placement of trail signs will begin on May 5th.

Motion to Adjourn by Mr. Smith, second by Ms. Apidone
Meeting Adjourned at 7:55 pm

Submitted by:

 Date 6-25-18
Judy Soroczak, Administrative Coordinator

Accepted by:

 Date 6-25-18
Bob Becker, Chairman

Volunteer Coordinator Report 3-26-2018

Park Volunteers assisted with the Park Office renovation project:

- Replaced a missing downspout
- Cleaned the gutters and removed branches off the roof
- Cleaned up the lawn surrounding the Park Office
- Assisted with the window delivery
- 15 park volunteers spent approximately 70 hours sealing the ceiling
 - 4 High School students completed approximately 14 service hours
 - cleaned the Park Office
 - cleaned, prepped, and applied sealer to the ceiling

In addition to the Park Office renovation project, park volunteers were also busy completing other projects:

- Moved the unusable wood from the Far Away Pines Storage Shed and the Adirondacks Storage Shed to the dumpster
- Removed nails from the wood from the Far Away Pines Storage Shed demo, the wood will be repurposed at the park
- Cleared branches off the main trails and the Horse trails
- Installed the 'Stop here to activate gate' sign near the Broadview Road entrance gate.
- Removed barberry
- Picked up trash along the main driveway

Upcoming Projects:

- We are in need of volunteers with experience installing insulation
- Paint the exterior of Park Office
- Paint the exterior of Gemini
- Fence line clearing-ongoing
- Install the Blue Bird Houses made by Revere Girl Scout Troop 640

Administrative Coordinator Report

March 26, 2018

Use Agreement Update:

- Local SWAT returned to property for land navigation rescue practice. The leadership indicated they would like to return for a possible one week event and more drill practices.
- Research permit granted to Akron University students 3/10/18-5/02/18
- Scout troop will be at High Lea Shelter and Summer Barn in March and April
- Gund Hall rental inquiries on the rise for graduation parties, showers, banquets..
- Investigating roadway signs for park entrances, awaiting reply from Village of Richfield for direction.
- Ongoing work with Volunteer Coordinator and partner groups in coordinating advertising, volunteer needs and collaborative Use Agreements.
- Park Services: Ongoing development of committee, roles, and revision of RJRD documents
- Park Operations: Assist Trustee DeLuca with coordination of utility new services, keys as demanded, process of agreements
- Governance: Weekly AP reconciling, posting, submitting to Finance. Hylant Insurance policy received forwarded to Mr. Norris and Mr. Waszak for assistance in review of any changes in coverage.

Subject: Treasurer's report for March, 2018

The Financial Reports stand as submitted to each of you earlier in the month.

Our beginning total cash balance for the month of March, 2018 was \$3,348,392.00. Total revenues for the month were \$125,429.00. Expenditures totaled \$87,000.00, leaving an ending total cash balance of \$3,386,633.00.

Details of changes in the cash position are as follows:

General Fund Revenue totaled \$36,723.00, consisting of \$35,444.00 from a real estate tax advance, \$875.00 in cell tower revenue, interest income of \$254.00, and rental income of \$150.00.

General Fund Expenditures totaled \$17,718.00, consisting of \$6,693.00 in repairs and maintenance, payroll expense of \$3,370.00, utilities of \$1,095.00, computer equipment and supplies of \$248.00, office expenditures of \$1,194.00, and State Auditor fees of \$3,968. The balance is made up of smaller items like office expense, payroll services, miscellaneous contracts and payroll services. There are encumbrances of \$15,910.00 for legal services, repair and maintenance, payroll services, office expenses, computer equipment, dues and subscriptions, program supplies, computer equipment and miscellaneous charges that are known but not yet paid.

Revenue for the Capital Improvement Fund was \$-0-. Expenditures for this fund were \$69,469.00, consisting of payments to FMD Architects for \$5,139.00, and facility improvements for \$64,330.00. There are encumbrances of \$87,777.00 in this fund for various contract services incurred but not yet paid.

Revenue for the Bond Retirement Fund was \$88,706.00 from a real estate tax advance. Expenditures for this fund were \$-0- for the period.

There are no extraordinary items to report.

This concludes my report for March.

Respectively submitted,

Charles P. "Pat" Norris, CTP
330-659-0595

TO: Trustees, Ms. Soroczak
FROM: William K. Smith
RE: Hiring of Part-Time Maintenance Tech
Date: March 16, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Approve Motion	Fill open position of park maintenance technician

BACKGROUND INFORMATION

As directed by the Board, the Park Operations Committee, with the participation and support of the Governance Committee, interviewed several candidates who had responded to the job posting for a part-time maintenance technician to work not more than 24 hours per week from April to October to assist in the maintenance and upkeep of Richfield Heritage Preserve under the general supervision of the chairman of the Park Operations Committee. While each of the candidates so interviewed had appropriate qualifications, the Park Operations Committee recommended that Russell Shutt, a Village resident experienced with landscaping, light carpentry and equipment maintenance, be hired for this position in accordance with the terms (not more than 24 hours per week; \$17 per hour compensation on a part-time, no-benefits basis) contained in the employment posting.

BOARD

Approve motion directing the Chairman of the Board or the Chairman of the Park Operations Committee to offer Mr. Shutt the position of part-time maintenance technician on the terms set forth above.

TO: Trustees, Ms. Soroczak

FROM: William K. Smith

RE: Fiscal Officer

Date: March 16, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Approve Resolution	Approve Resolution <u>5</u> -2018

BACKGROUND INFORMATION

At the Board's direction, the Governance Committee has completed the search for a fiscal officer to replace the services performed to date by the Village of Richfield. Having interviewed several candidates who responded to the job postings, the Governance Committee, with the endorsement of the Treasurer, has decided to offer the post as a part-time position to Timothy Clymer, at a monthly rate of \$750. The attached resolution authorizes the Chairman of the Board of Trustees, or at his direction any Trustee who is a member of the Governance Committee, to make the offer described above to Mr. Clymer and to conclude such additional terms consistent with such offer as may be necessary or appropriate to reflect Mr. Clymer's appointment as fiscal officer on mutually acceptable terms.

BOARD

Approve attached resolution.

TO: Trustees, Ms. Soroczak
FROM: William K. Smith
RE: Ohio Deferred Compensation Program
Date: March 16, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Approve Resolution	Approve Resolution <i>OK</i> 2018

BACKGROUND INFORMATION

The Richfield joint Recreation District is an employer of “eligible employees” under Ohio Revised Code Section 148.01, and is accordingly required by Ohio law to make the Ohio Deferred Compensation program, a supplemental “457(b)” retirement plan, available to its eligible employees. This program is free of cost to the employer, but employers must join the “Ohio Public Employees Deferred Compensation Program” in order to make the benefit available. The membership documents are prescribed by the Program, and the Board’s execution of the necessary documents is authorized by the attached Resolution.

BOARD

Approve attached resolution.

TO: Trustees, Ms. Soroczak

FROM: William K. Smith

RE: Purchase of Used Golf Carts

Date: March 16, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Approve Resolution	Approve Resolution ⁰⁷ -2018

BACKGROUND INFORMATION

Board members, including Messrs. Norris and Smith, recently learned that St. Bernards Golf Club planned to sell its fleet of used, gas-powered Yamaha golf carts in exchange for newer carts, and would have several of its polder carts left over and available for private sale at not more than \$750 each (to be sold in good working order after inspection). Mr. Norris has spoken with Ron and Debbie Fike, who manage St. Bernards, and they have tentatively agreed (subject to Board approval) to purchase two of the used Yamaha carts for not more than \$750 apiece and to have the carts modified by the St. Bernard personnel responsible for cart maintenance and repair, with lift kits and off-road tires, at cost, to make them suitable for use throughout the Richfield Heritage Preserve.

BOARD

Approve attached resolution.