



Regular Board Meeting

Monday, October 22, 2018 6:30 pm

(Meeting held at the Richfield Masonic Hall)

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

Becker.

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

Work Session

- Kiosk Design Standards discussion postponed
- No Scouting projects were presented
- Ms. Apidone presented a briefing memo to celebrate our most dedicated volunteers at the end of a the year with an annual recognition night. Invitation and recognition will be based on the number of hours performed and reported to the RJRD Volunteer Coordinator. A token of gratitude and fare would be given as a show of appreciation for these committed volunteers.
- Mr. DeLuca presented a briefing memo explaining the selection and approval of FoCH's hiring a professional roofing service to re-roof Kirby's Mill per specifications presented to the RJRD Board via briefing memo. Lynn Richardson detailed the buildings needs, specs and advised the entire cost would be covered by donor contribution.

REGULAR MEETING

Approval of Minutes:

Motion made by Mr. Smith, second by Mr. Norris to approve Regular Meeting minutes of June 25, 2018.

Discussion: None

Motion Approved Vote taken by voice: Yea - Unanimous Abstain - Ms. Slifcak, Ms. Apidone

Motion made by Mr. Smith, second by Mr. Norris to approve Regular Meeting minutes of September 24, 2018.

Discussion: Minutes will be adjusted to reflect ***Motion to adjourn by Mr. Norris, second by Mr. Waszak***

Motion Approved Vote taken by voice: Yea - Unanimous

Discussion: None

Motion Approved: Vote take by voice: Aye-Unanimous

Standing Committee Reports

Governance - Meg Slifcak

Park Office Certificate of Occupancy pending on two inspections. Ms. Apidone shared "GMS" Group Management Systems of Richfield has made a substantial donation of office furniture to the Park Office. Mr. Becker publicly thanked GMS for their generosity and support of the park.

Park Operations - Jeff DeLuca

Boats have been moved from behind the Winter Barn readied for disposal or repurposing. Meeting with Great Lakes fence to have damaged areas repaired and installation of man gate on Oviatt Road. Sections of the main drive will be paved; A private company has been contacted for estimate for window repairs.

Mr. DeLuca met with Aqua Doc to discuss upper lake water management plan, 3 of the 7 acre lake would be managed; Furnaces inspected and repaired in Maintenance Garage, Amity House, Coach House. Quotes coming in for: Storm damage at Coach House, upper dam walkway, cobblestone bridge. Ash trees are being removed to keep trails safe and to reduce the number needing help by professional service.

Park Services - Sandy Apidone

Ms. Apidone reported the ToToTT - Trick or Treat on The Trail team was ready for another well attended Halloween event. FoCH has asked the RJRD to partner with organizing and promoting the Winter Wonderland event, Saturday, December 1. The Board was in full support. A briefing memo was presented to approve an annual expense of \$650.00 towards a Volunteer Appreciation Night. This first of kind event will recognize our most dedicated volunteers who have reported their extensive hours of service.

Motion made by Ms. Apidone second by Mr. DeLuca to approve and add to the RJRD annual budget the expense of \$650.00 to be used for the annual RJRD Volunteer Appreciation Night.

Discussion: None

Motion Approved: Vote taken by voice Aye -Unanimous

Capital Projects - Bob Becker (Ralph Waszak)

Revisions to design requested by ODNR have been re-submitted. WWTP - Still pending Ohio EPA approval

Project and Priority List - Jeff DeLuca

- Focus in 2019 to check water lines feeding the buildings,
- Amity House in need of regrading;
- Pool removal

Administration Report - Attached

Volunteer Coordinator Report - Attached

Treasurer Report - None at this time due to accounting system conversion

Executive Session

Motion by Mr. Norris, second by Mr. DeLuca to move into Executive Session to consider the compensation of a public employee per ORC 121.22(g) at 7:16 pm

Motion Approved *Vote taken by Roll Call : Yes- Unanimous*

The Board returned from Executive Session at 7:22 pm by motion to reconvene made by Mr. Norris second by Mr. DeLuca

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

Motion made by Mr. Smith, second by Mr. Norris to approve the authorize the Chairman of the Board to enter into an extension of our Administrative Coordinators employment agreement on terms that are set forth in the minutes from the June meeting.

Discussion: None

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

New Business

Motion by Mr. DeLuca, second by Mr. Norris to approve FoCH's hiring Professional Roofing Service to re-roof Kirby's Mill per specifications above.

Discussion None

Motion Approved *Vote taken by voice Aye-Unanimous*

Partner Reports:

FoCH - Pending receipt

Agenda & Action Items:

2019 - Goal Setting

Budget Items

Feb 2019 NHP update presentation

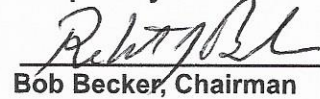
Adjournment

***Motion to Adjourn by Mr. Norris, second by Ms Apidone
Meeting adjourned at 7:38 pm***

Submitted by:

 Date 1-7-19
Judy Soroczak, Administrative Coordinator

Accepted by:

 Date 1-7-2019
Bob Becker, Chairman

TO: Members of the Board

FROM: FoCH

RE: Dpnor Recognition Plan for upcoming capital campaign

Date: October 16, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Motion	Approve the Donor Recognition Plan presented on September 24, 2018

BACKGROUND INFORMATION

This Donor Recognition Proposal was presented to RJRD on September 24 for review and feedback:

- 1. Donor names will be featured on the FoCH website & listed in the FoCH Annual Reports to the Community*
- 2. Each component of the Kirby's Mill restoration and Historic House stabilization will be offered for a sponsorship. Exact amounts to be determined. Each sponsor will be given a certificate with a picture and description of the item they sponsored.*
- 3. Donors at a certain level TBD will have their names included on a simple plaque in Gund Hall.*

OTHER CONSIDERATIONS

FoCH will be responsible for arranging and paying for implementation of the plan.

BOARD

Motion to approve

COMMITTEE RECOMMENDATION

*Approved by RJRD Fundraising and Governance Committees.
Presented to RJRD for review and feedback September 2018.*

OTHER STANDING COMMITTEE ACTION ITEMS

n/a.

LEGAL

n/a .

EXTERNAL COMMUNICATIONS *none needed at this time. Will be included in the Press releases for public launch of campaign.*

OPTIONS *none have been suggested over the last month since the review*

BOARD ACTION BEING REQUESTED

Motion to approve at this meeting

MOTION TO APPROVE *Approve the FoCH Donor Recognition Plan as ~~described~~ above*
presented

TO: Members of the Board

FROM: Park Services Committee, Sandy Apidone, Chair

RE: Expenses for 2018 VAN RJRD Volunteer Appreciation Night

Date: October 17, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Motion	Approve Expenditure

BACKGROUND INFORMATION

To celebrate our most dedicated volunteers at the end of a the year with an annual recognition night. Invitation and recognition will be based on the number of hours performed and reported to the RJRD Volunteer Coordinator. A token of gratitude and fare would be given as a show of appreciation for these committed volunteers.

OTHER CONSIDERATIONS

As the event will be held annually the expenses accrued will also apply, consideration should be given to adding this item to the RJRD annual budget planning.

BOARD

A motion by Trustee Apidone will be placed to approve adding to the annual budget the expense of \$650.00 for the annual RJRD Volunteer Appreciation Night.

BOARD ACTION BEING REQUESTED

To approve at the Regular Board Meeting on October 22, 2018 the motion for the requested annual expense of \$650.00 for the RJRD Volunteer Appreciation Night.

MOTION TO APPROVE

Motion to approve and add to the RJRD annual budget the expense of \$650.00 to be used for the annual RJRD Volunteer Appreciation Night.

TO: Members of the Board
FROM: FoCH
RE: Kirby's Mill re-roofing
Date: October 16, 2018

ACTION BEING REQUESTED	TYPE OF REQUEST
Motion	Approval FoCH's hiring Professional Roofing Service

BACKGROUND INFORMATION

Professional Roofing Service will:

- *remove all layers of existing material down to the deck and haul away the debris*
- *Install one layer of 7/16" plywood sheeting over top of tongue and groove deck, nailed in place*
- *Install ice & water shield over all plywood sheeting*
- *Install aluminum drip edge at perimeters*
- *Install Owens Corning Duration shingles over ice & water shield nailed to deck*
- *Install apron metal at low roof to wall*
- *replace any rotted tongue & groove decking*
- *Install 5" galvanized half round gutters and 3" round downspouts at existing locations*
- *Provide a 10 year guarantee on labor and 30 year manufacturer's guarantee on the roofing materials.*

OTHER CONSIDERATIONS

FoCH's Historic Structure Stabilization Task Force assessed the mill and made the recommendations as stated above.

The RJRD/ FoCH work plan for the restoration of Kirby's Mill is still pending. However

- *Roof repair is an urgent need – more so as the season progresses.*
- *Park Ops chair provided a preliminary review.*
- *FoCH has donors anxious to provide funds for the project.*
- *Winter is coming.*

BOARD

Approve FoCH's hiring Professional Roofing Service to re-roof Kirby's Mill per specifications above

COMMITTEE RECOMMENDATION

Reviewed by Park Ops chair

LEGAL

n/a .

EXTERNAL COMMUNICATIONS

n/a

OPTIONS

FoCH will hire & pay Professional Roofing Services for this project, provide oversight, maintain warranty records, and provide RJRD with copies of the warranty on request.

BOARD ACTION BEING REQUESTED

Motion to approve

MOTION TO APPROVE *Move to approve FoCH's hiring Professional Roofing Service to re-roof Kirby's Mill as specified above.*



Administrative Coordinator Report
October 22, 2018
JUDY SOROCZAK

Administration:

- Working with new Fiscal Agent Tim Clymer to implement new procedures and invoice payment processing.
- Township has asked us for photos or RHP pics to hang in the office and lobby for the winter season.
- Trick or Treat on the Trail continues to be supported with donations totaling \$1800.00 to date.
- Final check from Timbernook \$120.00
- BTA: Reservation notice changed from 2 weeks to 72 hour notice
- Troop 575 is developing a painting plan to paint Gemeni Cabin
- Professor Wanerka from CSU inviting all to attend their Annual Archaeology Symposium on November 9 12:30-2:30pm
- ToToTT preparation and donations continue, event is this Sunday 3:30-6:00pm.
- Meet with Fiscal Officer to continue development of invoice process and assist w/2019 Budget

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**Use Agreements:**

- 48 Hour Film Crew - Trailer to be released 10/23 will advise when all can view
- 50K Crowell Hilaka Run, great success, would like to return next year
- Campers continue to enjoy High Lea, with overnights planned through November
- NEOOC, Night Event November 3...update
- Richfield Safety Forces Clambake, Success 240 bags of clams purchased
- Lost wedding ring found by Totott Crew, owner found and donation of \$20.00 made to park
- Richfield Cub Scouts returning in December to Gund Hall for annual holiday party, they will be performing Fall service projects in lieu of payment.

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Upcoming Events:

- Sat. Oct 28th, Richfield Fire Department Annual Clambake
- Sat. Nov 3 NEOOC, Night Event November 3...update
- Thur Nov 29 VAN Volunteer Appreciation Night
- 2019 Events starting to get on the calendar

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*Weekly Work/Task Plan ongoing: (Subject to change hourly)*

*Daily: Emails, Trustee request, follow ups, research.*

Monday: Meeting prep, minutes and doc follow up, board packet prep:Field weekend calls or needs  
Tuesday: Reconcile, scan, post invoices deliver to Finance for payments; Complete minutes  
Wednesday: Work with Use Agreements, Public Records file or complete other task set up  
Thursday & Friday: Project or topic of the week, weekend event prep,



## **Volunteer Coordinator Report October 22, 2018**

- Removed vegetation from the Upper Lake Dam Bridge and the WWTP
- Installed two way finding sign posts
- Moved paint into storage for the winter.
- Removed leaves from three shelters
- Cleaned the gutters on three buildings
- Painted a wooden casing at the Park Office.
- Installed the handrail on the High Lea Bridge
- Worked on Adirondacks roof repair and painted two Adirondacks units.
- Girl Scout Service Unit 741, from Orange and Beachwood, removed sticks from a trail
- Removed barberry.
- Eighteen park volunteers attended a park vehicle training session.
- Five park volunteers completed the American Heart Association's Adult, Child and Infant CPR class, as well as an AED class.
- Troop 221 Life Scout Aaron Doerner and crew completed his Eagle Scout project by demolishing the two Gas Cut latrines.
- Toured the park with a Life Scout to discuss Eagle Scout projects.
- Toured the park with a Kent State student to discuss practicum projects.
- Prepped TOTOTT decorations.
- Cut up 10 trees
- Moved wood to the sawmill.
- Split wood and organized the saw mill.
- Decorated the Park Office interior.
- Moved firewood into Gund for upcoming events at the park.

Submitted by Susan Czaplicki