



Regular Board Meeting

Monday, November 26, 2018 6:30 pm
(Meeting held at the 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, Pat Norris, Meg Slifcak, Bill Smith, Ralph Waszak jr. Administrative Coordinator, Judy Soroczak - Richfield Village Liaison - Ms. Healey was also in attendance

Work Session

- 2019 Budget discussed for motion to approve
- A new brochure is being developed for the park. Wanting to confirm details about venues for rent and details about non-motorized watercraft on the lakes, Ms. Apidone confirmed venues to offered for 2019 rental and confirmed measures were being taken to implement non-motorized watercraft in 2019
- Resolution to approve FoCH's Kirby Mill Work Plan presented by Mr. Waszak
- WWTP Mr. Waszak stated DLZ is still awaiting approval from the EPA

REGULAR MEETING 7:12 pm

Approval of Minutes:

Motion made by Mr. Smith, second by Mr. DeLuca to approve Regular Meeting minutes of August 27, 2018.

Discussion: None

Motion Approved Vote taken by voice: Yea - Unanimous

10.22.18 Regular Meeting Minutes Pending

Standing Committee Reports

Governance - Meg Slifcak

- Ms. Slifcak presented a Governance Committee Update on the Park Office: All inspections have been passed, the next step is to apply for the Certificate of Occupancy .Report attached.
- Mr. Norris presented Resolution 13 -2018 for consideration. . An appropriation increase is being requested to cover the expenditure of the bond costs of issuance, which funds were provided by the refunding, along with other expenses . . Appropriations can be moved where needed within the appropriate categories before year end. With the lack of a December meeting, it would be prudent to approve some additional appropriation to ensure that 2018 District spending does not exceed appropriations.

Motion by Ms. Slifcak, second by Mr. Norris to approve expenditures for Access Control / Key Fob door security system, ceiling lighting, filing cabinets, PC Monitor and TV.

Discussion: Mr. Becker advised all that the access control / Key Fob system may be only item that can not be covered under the current 2018 budget allocations. Mr. DeLuca advised Baypointe Security is currently working on the property making this a good time to acquire the system..

Motion rescinded by Ms.Slifcak, and second rescinded by Mr. Norris

Motion by Ms. Slifcak, second by Mr. Norris to approve expenditure of \$2500.00 for Access Control System for the Park Office.

Discussion: None

Motion Approved Vote taken by voice: Yea - Unanimous

Park Operations - Jeff DeLuca

Quotes for Storm damage still being submitted for filing of insurance claim. North House basement staircase to be replaced. Kirby House boiler pending repair till after status of gas well dug in 1927. If still viable may be a source of fuel to serve both Kirby House and Hilltop at no cost; damaged Lower Lake flood gate has been removed for repair.

Park Services - Sandy Apidone

Ms. Apidone reported the ToToTT - Trick or Treat on The Trail team was a huge success in spite of the torrential downpours with over 500 attendees and volunteers. The event raised over \$2000.00 in donations; A professional map maker has agreed to create a new illustrated map for the park at no cost. The map will show rentals facilities, bridle trails, trail kiosk, distance and intensity, park features and the website.

Capital Projects - Ralph Waszak Jr.

Mr. Waszak advised all ODNR requests have been met, we are still awaiting word for approval to use the ACB - Articulated Concrete Block which would be the first dam to use the Articulated Concrete Block material in the state of Ohio. Gannett Fleming Engineering company has used the material in other states.

Fundraising - Pat Norris

The focus of the Fundraising Committee this past month has been the FoCH work plan for the Kirby Mill and planning/preparations for the Winter Wonder joint fundraising event shared between the RJRD and FoCH.

Project & Priorities - Ralph Waszak Jr.

Proposed the Board consider options of what to do with Oviatt House in 2019.

Administrative Coordinator Report - Attached

Volunteer Coordinator Report - Attached

Treasurer Report - Mr Norris reported that the Fiscal Agent reports will stand as submitted this month unless there are questions.

Executive Session

Motion by Mr. Norris, second by Mr. Waszak to move into Executive Session to consider the compensation of a public employee per ORC 121.22(g) at 7:42 pm

Motion Approved Vote taken by Roll Call : Yes- Unanimous

The Board returned from Executive Session at 7:57 pm by a motion to adjourn executive session made by

Ms. Apidone, second by Mr. Waszak

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

New Business:

By approving an appropriations resolution, the Board is authorizing funds to be spent. The 2019 appropriations must be approved by the Board before any payments can be made in 2019. As this is the final Board meeting in 2018, the Board is hereby requested to approve the 2019 appropriations as recommended by the Governance Committee.

Motion by Mr. Norris, second by Ms. Slifcak to adopt

Resolution 11 - 2018

a resolution to make appropriations for current expenses and other expenditures of the Richfield Joint Recreation District, State of Ohio, during the year ending December 31, 2019 and declaring an emergency so that the appropriations may be effective prior to the commencement of fiscal year 2019.

Discussion - None

Motion Approved Vote taken by voice Yea - Unanimous

Every year, all government subdivisions that receive property taxes in the State of Ohio must submit a Tax Budget in July to the local County Budget Commission. Following the receipt of a Tax Budget, the County Budget Commission calculates the rates to assess for property taxes. I am asking the Board to approve the rates and amounts as set forth by the Summit County Budget Commission, attached as Exhibit A.

Motion by Mr. Norris, second by Mr. Smith to approve

Resolution 12 - 2018

accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.

Discussion-None

Motion Approved Vote taken by voice Yea - Unanimous

Motion by Mr Norris, second by Mr. Smith to adopt

Resolution 13 - 2018

a resolution to make appropriations for current and anticipated expenditures of the Richfield Joint Recreation District, State of Ohio, during the year ending December 31, 2018 and declaring an emergency so that the appropriations may be effective prior to the end of fiscal year 2018.

Discussion - None

Motion Approved: Vote taken by voice Aye - Unanimous

Motion by Ms. Slifcak, second by Mr. DeLuca to adopt

Resolution 14 - 2018

for the Friends of Crowell Hilaka Work Plan for Kirby's Mill, upon legal approval substantially in accordance with the document presented today.

Discussion - Mr. Waszak expressed the FoCH agreement allows the Board to amend the agreement.

Motion by Mr. Waszak, second by Mr. Smith to amend the original motion to approve the Work Plan for Kirby's Mill without additional legal review.

Discussion - Ms. Slifcak stated being uncomfortable without having outside legal review, Mr. Norris stated the Plan can be amended. Mr. Becker advised legal can review within 24 hours.

Motion Approved to Amend: Vote taken by roll call

Yea - DeLuca, Norris, Smith, Waszak Nay - Apidone, Becker, Slifcak

Discussion of original motion - Mr. Norris explained the vote to approve the plan will be taken without legal counsel allowing the FoCH group to move forward immediately, but that the work plan could still be reviewed by legal and amended if necessary.

Motion Approved Vote taken by roll call

Yea - DeLuca, Norris, Smith, Waszak Nay - Apidone, Becker, Slifcak

Motion by Mr. Smith, second by Mr. Norris to approve

Resolution 15-2018

A resolution authorizing competitive bidding for Richfield Heritage Park Wastewater Treatment Plant and sanitary improvements.

Discussion: None

Motion Approved Vote taken by voice Yea - Unanimous

Motion by Mr. Smith, second by Ms. Apidone effective January 1, 2019 increase the Administrative Coordinator hours to 29.75 per week, and income by fifty cents per hour to \$18.00 per hour.

Discussion:

Motion Approved Vote taken by voice Yea - Unanimous

Partner Reports:

FoCH - Pending receipt

Agenda & Action Items:

December 2019 Regular Board Meeting cancelled, possible Special Meeting may be called pending the ODNR and EPA approvals.

Adjournment

Motion to Adjourn by Mr. Smith, second by Mr. Norris
Meeting adjourned at 8:32 pm

Submitted by:

 Date 12-17-18
Judy Soroczak, Administrative Coordinator

Accepted by:

 Date 12-17-18
Bob Becker, Chairman



GOVERNANCE COMMITTEE UPDATE

November 2018

- Finance
 - Budget YTD reviewed
 - 2019 Budget reviewed and revised
 - 2019 Appropriations resolution present to Board today
- Park Office
 - CO received
 - Move-in to be completed by end of December
 - Need motion to purchase the following:
 - Key fob from Bay Pointe \$2,500
 - Lighting \$800
 - File cabinets \$900
 - PC Monitor
 - TV
- Website
 - Suggested separate web site for RHP to feature park events, rentals, features highlighted and enhance park visitor experience
 - RJRD website remains for document archive and notices
 - Communications committee will review and recommend to Governance and the board
- Gund Hall Next Steps
 - Create operating plan pre and post WWTP
 - Create fund raising goal
- 2019 Planning
 - Create park mission, vision and value statement and logo (?)
 - 2019 goals, priorities and strategy
 - Focus areas: invasive, forestry and aquatic management plans, house stabilization plan, trail and road management plan, operations, environmental review, and sustainability goals
 - Fundraising
 - Rules and Regulations
 - January Special meeting for organization resolution
 - 2019 committees
 - Board meeting dates



Administrative Coordinator Report
November 26, 2018
JUDY SOROCZAK

Administration:

Geocaches removed from main drive; contained puzzles to sites within the park...will be replaced
BTA registration process being reviewed
Pics of RHP delivered to the Township to be hang until Spring

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**Use Agreements:**

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Upcoming Events at Gund Hall:

- Cub Scout x-mas party December 14
- Hiking Club xmas party December 16

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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 November 26, 2018**

- Participated in the TOTOTT set-up, clean-up, and at the event
- Completed the Adirondacks roof repairs and painted the Adirondacks units
- Removed barberry.
- Installed two way finding sign posts.
- Repaired the High Lea latrine door
- Participated in the Winter Wonders preparation and set-up
- Moved a load of the Wonken Tonken platform tent wood to the burn pile.
- Stocked firewood at High Lea and Gund
- Cleaned up around the Pack Out Building's exterior.
- Eight park volunteers completed fire extinguisher training at the Richfield Fire Station.
  - A thank you card was delivered to the Richfield Fire Station
  
- Fall clean-up:
  - Removed hay bales, pumpkins, and corn stalks
  - Cleaned up the area around four buildings, the latrines, two shelters, and the Buckeye Trail
  - Cleaned Gund and Pack Out Building gutters
  - Moved roofing materials into storage
  - Cut up branches that fell onto the main drive into the park
  - Cleared storm damage branches off main road and Crescent Trail
  - Removed and cut-up a log from the Lower Lake gate
  - Picked up litter
  
- Brunswick Boy Scout Troop 519 cleared the leaves around Gund.
- Richfield Cub Pack 3387
  - Split a cord of wood at the sawmill.
  - Cleared leaves off the Gund volleyball area, both Gund porches, Waterfront Shelter, Wayside Shelter, and Wonken Tonken.

Submitted by Susan Czaplicki, Volunteer Coordinator