



3038 Boston Mills Road, Brecksville, Ohio 44141

## **RICHFIELD TOWNSHIP BOARD OF TRUSTEES**

### **Regular Meeting December 5, 2024**

The Board of Trustees met for a Regular Meeting. The meeting was called to order at 6:35 p.m.

#### **Roll Call:**

Robert Luther  
Don Laubacher  
Janet Jankura

#### **Also in Attendance:**

Mike Swanson, Chief, Village of Richfield Police Department  
George Seifert, Chief, Richfield Fire Department  
Vik Sandhu, Fiscal Officer  
Mindy Lott, Township Administrator  
Kendall Jarrell, Zoning Inspector  
3 additional residents/attendees

#### **Approval of Minutes:**

**November 7, 2024, Regular Meeting**

Dispensing with the reading of the minutes, Mr. Laubacher requested comments from Trustees Jankura and Luther, who had no corrections or changes.

**MOTION by:** Mr. Laubacher and seconded by Mr. Luther to approve the November 7, 2024, Minutes as presented.

**MOTION PASSED: Luther (yea), Laubacher (yea), Jankura (yea)**

#### **Department Head Reports:**

##### **Police:**

Chief Swanson provided a written report. He provided calls for service and changes in personnel. Chief Swanson said that the Richfield Police and Honor Guard participated in Revere Schools Veteran's Day celebration and said that the department will continue to focus efforts on traffic enforcement.

##### **Fire:**

Chief Seifert provided a written report and provided calls for service. The Chief reported on personnel changes and announced the Fire Department will host photos with Santa on December 7, 2024.

##### **Zoning:**

Mr. Jarrell provided a written report and provided information on permits issued in November. The Zoning Commission met in November and continued their discussion on the definition of "attached". Mr. Jarrell updated trustees on the cases before the Board of Zoning Appeals (BZA) and provided upcoming meeting dates.

Mr. Jarrell requested a motion to waive the Board of Zoning Appeals application fee of \$300 for Robert and Patricia Ciresi. They have had to apply a second time because their plans have changed significantly from their original variance request.

**MOTION by:** Mr. Laubacher and seconded by Ms. Jankura to waive the \$300 Board of Zoning Appeals Application fee for Robert and Patricia Ciresi.

**MOTION PASSED: Luther (yea), Laubacher (yea), Jankura (yea)**

**Fiscal:**

Mr. Sandhu reported more than \$8,000 interest income from STAR Ohio. He reported the township will end the year with approximately \$2.3 million and thanked the trustees for approving the single-year audit.

**Parks and Recreation:**

Mr. Laubacher reported that the village re-appointed Mr. David Wehner to the Richfield Joint Recreation District Board and the township will be re-appointing Mr. Steve McPeake.

**Roads:**

Mr. Luther said that the service department has been out keeping the roads clear.

**Administration:**

Ms. Lott announced that the trustees' request to ODOT for a speed study resulted in lowering the limit to 45 mph. The speed limit signs should be posted by the end of January.

She said that Pulte sent plans for repairing Briarwood and West Whitethorn Circle since Briarwood Development construction is nearing completion. The plans have been forwarded to the Summit County Engineer and comments for some additional repairs were suggested. These suggestions have been sent to the village and Pulte.

Ms. Lott thanked Mr. Hamid Homae for repotting the Ficus tree in the township office.

She requested approval of an invoice for repairs to the 2015 Freightliner truck.

**MOTION by:** Mr. Laubacher and seconded by Mr. Luther to approve payment of \$6,780.40 to Imperial Truck Services, Inc. for repair of the 2015 Freightliner from the gas tax fund

**MOTION PASSED: Jankura (yea), Luther (yea), Laubacher (yea)**

**New Business:**

Mr. Laubacher introduced the agreement with Summit County to accept a payment in lieu of property taxes for the Cuyahoga Valley Park land in Richfield Township. He said that the National Park represents 14% of the township and this payment is sent every year.

**MOTION by:** Mr. Laubacher and seconded by Ms. Jankura to enter into an agreement with Summit County and accept Payment in Lieu of Taxes for the Cuyahoga Valley National Park land within Richfield Township in the amount of \$1,396.74 into the general fund.

**MOTION PASSED: Laubacher (yea), Luther (yea), Jankura (yea)**

Mr. Laubacher introduced the agreement with Charles Harris and Associates. The State of Ohio Auditor's office allows townships to use outside CPA firms for audits, but limits that to a 10-year period. The township's agreement with Charles Harris has expired so a request was submitted to extend the agreement to complete the single-year audit. Mr. Laubacher said that Charles Harris is familiar with Richfield Township's records and has a reasonable rate.

Mr. Laubacher asked Mr. Sandhu if he had any questions. Mr. Sandhu questioned the increase in rate from \$66 to \$72 per hour. Mr. Laubacher said he felt this was reasonable since it had not increased for several years.

**MOTION by:** Mr. Laubacher and seconded by Mr. Luther to approve the Extension Agreement with Charles E Harris and Associates, Inc., at an amount of \$7,920 from the general fund for a 2024, single-year audit.

**MOTION PASSED: Luther (yea), Laubacher (yea), Jankura (yea)**

Mr. Laubacher said he was contacted by the Richfield Historical Society, who is planning events for the 250th anniversary of the United States in July 2026. The township can support their grant application by passing a resolution to become a participating community.

**MOTION by:** Mr. Laubacher and seconded by Ms. Jankura to approve Resolution 12-2024 A Resolution Richfield Township, Summit County, Ohio, Supporting the Ohio Commission for the United States Semiquincentennial (America 250-OH).

**MOTION PASSED: Luther (yea), Jankura (yea), Laubacher (yea)**

Mr. Laubacher introduced Resolution 13-2024 to permanently prohibit marijuana businesses in the township. Mr. Laubacher said the trustees places a six-month moratorium for both recreational and medical cannabis in May. At that time there was still uncertainty about the excise tax rate and registration issues. He said the issue was always more about the kind of businesses we want to have in the township.

**MOTION by:** Mr. Laubacher and seconded by Mr. Luther to approve Resolution 13-2024 A Resolution to Prohibit Adult-Use Cannabis Operators and Medical Marijuana Cultivators, Processors, and Retail Dispensaries within the Unincorporated Area of Richfield Township, Summit County.

**MOTION PASSED: Jankura (yea), Luther (yea), Laubacher (yea)**

Mr. Laubacher introduced Resolution 14-2024, a Proclamation for Jerry Schall upon his retirement after 25 years with Richfield Township. Mr. Laubacher said Jerry has been great to work with. He read the Resolution, which enthusiastically expressed sincere appreciation to Jerry Schall for his commitment and dedication to Richfield Township.

**MOTION by:** Mr. Laubacher and seconded by Ms. Jankura approve Resolution 14-2024 A Proclamation to Express Appreciation to Jerry Schall.

**MOTION PASSED: Luther (yea), Laubacher (yea), Jankura (yea)**

Mr. Laubacher introduced Resolution 15-2024, the Organizational Resolution for 2025, which covers trustee responsibilities, township staff and the compensation and benefits they receive, appointments to township boards, the fee schedule, and many operational items. Mr. Laubacher announced a 3% wage increase for staff, excluding those that had been recently hired or received large increases.

**MOTION by:** Mr. Laubacher and seconded by Ms. Jankura Approve Resolution 15-2024 Organizational Resolution for 2025.

**MOTION PASSED: Laubacher (yea), Jankura (yea), Luther (yea)**

#### **Announcements:**

Mr. Laubacher announced that the township records commission had met as an annual requirement to review the township records retention policy and anything that should be disposed.

#### **Citizens Forum:**

Mr. Hamid Homaei asked that the township communicate with neighboring communities, such as Brecksville and Broadview Heights, on prohibiting cannabis. Mr. Laubacher commented that the village had also prohibited these businesses.

#### **Agenda Requests:**

**Township Corner Article:** Ms. Jankura will write the article for January.

**Adjournment:**

**MOTION by:** Mr. Laubacher and seconded by Mr. Luther to adjourn the meeting at 7:12 p.m.  
**MOTION PASSED: Luther (yea), Laubacher (yea), Jankura (yea)**

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Trustee

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Secretary