

**Minutes of
Trumbull County MetroParks Board
Tuesday, January 13, 2015**

REORGANIZATION MEETING:

Location: Trumbull County Planning Commission, 185 E. Market Street, Warren, Ohio

CALL TO ORDER: by the 2014 Vice Board Chair, John Brown, Jr. at 4:30 p.m.

Attendees: Park Commissioners: John Brown, Jr., Nicolette Darkangelo, and Stephen Zerefos

Others: Zachary Svette, MetroParks Operations Director, Mitzi Sabella, Secretary and Bruce Clary, Maintenance Worker.

Let the record show that the Park Commissioners of the Trumbull County Metropolitan Park District: John Brown, Jr., Nicolette Darkangelo and Stephen Zerefos have been duly sworn and otherwise qualified through the provisions of the *Ohio Revised Code*, and that they are duly appointed Park Commissioners of the Board of the Trumbull County MetroParks.

REORGANIZATION OF OFFICERS: Board Chair, and Vice Chair with discussion by the Park Commissioners on what positions they might want.

Motion by Mr. Zerefos, seconded by Ms. Darkangelo, to place in nomination and to elect John Brown, Jr. to the position of Board Chair for 2015.

Roll Call Vote: Mr. Brown – Yes, Ms. Darkangelo - Yes, Mr. Zerefos - Yes, Approved 3-0

Motion by Ms. Darkangelo, seconded by Mr. Brown to place in nomination and to elect Stephen Zerefos to the position of Board Vice Chair for 2015.

Roll Call Vote: Mr. Brown – Yes, Ms. Darkangelo - Yes, Mr. Zerefos - Yes, Approved 3-0

REORGANIZATION BUSINESS:

1). The *Revised Roberts Rules of Order* shall be the official guideline for conducting meetings for one year, effective immediately.

Motion by Mr. Brown, Jr., seconded by Ms. Darkangelo to approve this guideline.

Roll Call Vote: Mr. Brown – Yes, Ms. Darkangelo - Yes, Mr. Zerefos - Yes, Approved 3-0

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2) The Regular Monthly Board Meeting day shall be set for the Fourth Wednesday of the month at 4:30 p.m. at the Trumbull County MetroParks, 185 East Market Street in Warren, Ohio.

Motion by Ms. Darkangelo, seconded by Mr. Zerefos to approve setting regular meeting day.
Mr. Brown – Yes, Ms. Darkangelo - Yes, Mr. Zerefos - Yes, Approved 3-0

3) **To adopt the following resolution:** (Section 121.22, *Ohio Revised Code*)

WHEREAS, the Park Commissioners of the Trumbull County Metropolitan Park District encourage all interested citizens of Trumbull County to attend meetings of the Board; and

WHEREAS, Section 121.22 requires certain actions by every public body;

BE IT RESOLVED, by the Board of Park Commissioners of the Trumbull County Metropolitan Park District that the following policy for Public Notice rules are established:

- 1) All notices to be posted or provided within this policy shall be posted in the foyer of the Trumbull County MetroParks offices. The notice shall also be sent to at least one newspaper of general circulation published within the county provided in the manner or manners described as part of this policy. News media or any other entities or individuals requesting notice in writing to the Trumbull County MetroParks shall also receive a notice of any meeting. This form of notice can be by mail, facsimile, telephone, or by E-Mail. Notices of Regular meetings shall also be posted on the Trumbull County MetroParks Internet Web Site. All meetings to be held at the Trumbull County MetroParks located at 185 East Market Street in Warren, Ohio.
- 2) If the date or time of a regular meeting is changed, or if the location is to be held at a place other than at the location of Section 1 of this policy, notice of the change shall be as provided in Section 1 at least 3 days prior to said meeting.
- 3) All other meetings of the Park District shall be called as required to complete the business of the District and shall be treated as Special meetings or Emergency meetings. Any Special or Emergency meetings will be held at the call of any one of the Board Members.
- 4) The Call for a Special meeting shall specify the date, time, location, and the purpose or purposes of the meeting. A Special meeting requires at least 24 hours notice and to follow the rules as set forth in Section 1.
- 5) The call for an Emergency meeting shall give immediate notice as per Section 1. The notice must disclose the time, place, and purpose or purposes of the meeting.

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BE IT FURTHER RESOLVED, by the Board of Park Commissioners of the Trumbull County Metropolitan Park District that the following policy on public comment at monthly board meetings rules are established.

- 1) Those who sign in (register) before the meeting is called to order will be allowed to speak at the beginning of the meeting.
- 2) To register a person must fill out the “request to offer public comment” form.
- 3) Each registered speaker will have a maximum of three minutes to speak.
- 4) This policy does not deal with invited guests, supervisors, associates, and staff.

Motion by Mr. Brown seconded by Mr. Zerefos to approve the resolution and policies.
Mr. Brown – Yes, Ms. Darkangelo - Yes, Mr. Zerefos - Yes, Approved 3-0

Regular Order of Business:

Called to order at 4:45 p.m.

Public Comments: Note that Mr. Clary, Parks Maintenance worker, was in attendance at this meeting.

I. Board Minutes of November 24, 2014, meeting

The board approved the minutes of November 24, 2014.

II. Financial Report

A list of all bills paid (2014 - final and 2015) since the last meeting was reviewed by the board members. Mr. Zerefos made a motion to adopt the report on the finances; seconded by Ms. Darkangelo. The motion carried.

Ms. Darkangelo made a motion to approve Mr. Svette attending various OPRA meetings in 2015 at a cost of approximately \$75.00 each; seconded by Mr. Zerefos. The motion carried

Mr. Brown made a motion to set mileage for reimbursement to 57.5 cents per mile for all business miles effective January 1, 2015; seconded by Mr. Zerefos. The motion carried.

Mr. Zerefos made a motion to set the per diem (in state) as \$40 per day (\$8 breakfast, \$12 lunch, and \$20 dinner) and \$60 out of state (\$15 breakfast, \$20 lunch and \$25 dinner); seconded by Ms. Darkangelo. The motion carried.

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III. General Business

Mr. Brown made a motion to contract with Mitzi Sabella as an independent contractor for 2015 for bookkeeping and secretarial services for the MetroParks at \$200 per month; seconded by Ms. Darkangelo. The motion carried.

Mr. Zerefos made a motion to join the Trumbull County Tourism Board for 2015 – cost \$50; seconded by Ms. Darkangelo. The motion carried.

Mr. Brown made a motion to accept Maintenance Bond from AMCO Insurance Co. for M & M Excavating, Inc. for the Kayak/Boat Launch Areas of Swift and Foster MetroParks for \$46,600; seconded by Mr. Zerefos. The motion carried.

Ms. Darkangelo made a motion to approve the 3-year lease of Lynwood Property for \$1 each year; seconded by Mr. Zerefos. The motion carried.

Mr. Zerefos made a motion to adopt Resolution No. 2015-1 – Authorizing the Trumbull County MetroParks participation in ODOT Cooperative Purchasing Program; seconded by Ms. Darkangelo. The motion carried.

At 5:10 p.m. Ms. Darkangelo. made a motion to go into Executive Session to discuss personnel matters; seconded by Mr. Zerefos. Roll call was taken: Mr. Brown, Jr. –Yea; Ms. Darkangelo – Yea; Mr. Papalas – Absent; Mr. Sava – Absent; and Mr. Zerefos – Yea. The motion carried. Mitzi Sabella was asked to stay.

At 5:25 p.m., the board came out of Executive Session.

Mr. Zerefos made a motion to approve the following pay increase for Mr. Svette’s hourly rate to be effective as follows:

January 1, 2015 - .35 per hour
January 1, 2016 - .30 per hour
January 1, 2017 - .25 per hour

The motion was seconded by Mr. Brown, Jr., and the motion carried.

IV. Communications - No communications were reviewed at this meeting.

V. Operations Director's Report

Mr. Svette reviewed the Operations Director's Report which was included in the board members' agendas and included a list of projects, workload charts and website information.

VI. Reports on Current MetroParks – No report

VII. Other Parks, Preserves and Lands

Mr. Zerefos made a motion to approve a lease agreement between the Trumbull County MetroParks and the Bloomfield Township Board of Trustees for the property known as the Lockwood property effective January 1, 2015, to December 31, 2135, for the sum of \$1.00 to be used as soccer fields and purposes incidental thereto; seconded by Ms. Darkangelo. The motion carried.

VIII. Future Planning

The next MetroParks' meeting is scheduled for Wednesday, February 25, 2015, at 4:30 p.m. at the Trumbull County Planning Commission Office.

IX. Adjournment

There being no further business, Mr. Zerefos made a motion to adjourn; seconded by Ms. Darkangelo. The motion carried. The meeting was adjourned at 6:00 p.m.

Respectfully Submitted,

Mitzi Sabella, Secretary