

**Minutes of  
Trumbull County MetroParks Board  
Wednesday, January 16, 2019**

**REORGANIZATION MEETING:**

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

**CALL TO ORDER:** by the 2018 Board Chair, John Brown, Jr. at 4:20 p.m.

Attendees: Park Commissioners: John Brown, Jr., Nicolette Darkangelo, Kathy DiCristofaro, Steven Maas, Kurt Sauer

Others: Zachary Svette, MetroParks Operations Director, and Mitzi Sabella, Secretary.

Let the record show that the Park Commissioners of the Trumbull County Metropolitan Park District: John Brown, Jr., Nicolette Darkangelo, Kathy DiCristofaro, Steven Maas and Kurt Sauer 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. The swearing in of John Brown, Jr. occurred on December 11, 2018, by Judge James Fredericka.

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

Motion by Mr. Sauer, seconded by Ms. Darkangelo, to place in nomination and to elect John Brown, Jr. to the position of Board Chair for 2019.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Mr. Sauer, Yes Approved 5-0

Motion by Mr. Brown, Jr., seconded by Mr. Maas to place in nomination and to elect Nicolette Darkangelo to the position of Board Vice Chair for 2019.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Mr. Sauer, Yes Approved 5-0

**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. Maas, seconded by Ms. Darkangelo to approve this guideline.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Mr. Sauer, Yes Approved 5-0

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2) The Regular Monthly Board Meeting day shall be set for the Fourth Wednesday of the month at 4:15 p.m. at the Trumbull County MetroParks, 185 East Market Street in Warren, Ohio.

Motion by Mr. Sauer, seconded by Ms. DiCristofaro to approve setting regular meeting day.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Mr. Sauer, Yes Approved 5-0

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 front of the MetroParks Office. 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. Maas seconded by Mr. Sauer to approve the resolution and policies.

Roll Call Vote: Mr. Brown, Jr. – Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Mr. Sauer, Yes Approved 5-0

**Regular Order of Business:**

Chairman John Brown, Jr. called the regular meeting to order at 4:30p.m.

**I. Board Minutes of November 28, 2018, meeting**

Mr. Sauer made a motion to approve the minutes of November 28, 2018; seconded by Ms. Darkangelo. The motion carried.

**II. Financial Report**

Mr. Sauder made a motion to approved the bills as listed; seconded by Ms. Darkangelo. The motion carried.

Mr. Maas made a motion to set mileage for reimbursement to 58 cents per mile for all business miles effective January 1, 2019; seconded by Mr. Sauer. The motion carried.

Mr. Sauer 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. DiCristofaro. The motion carried.

Ms. Darkangelo made a motion to approve membership for 2019 for the Trumbull County Tourism Bureau for \$50.00; seconded by Ms. DiCristofaro. The motion carried.

**III. General Business**

Mr. Maas made a motion to approve the Sick and Vacation Leave Conversation Plan for Zachary Svette for the term effective January 1, 2019, through December 31, 2019; seconded by Mr. Sauer. The motion carried. Note: The plan is in compliance with *Ohio Revised Code* Section 145.01 and *Ohio Administrative Code* 145-1026, and shall be submitted to the Ohio Public Employees Retirement System (OPERS) for acceptance prior to the March 31, 2019, deadline.)

Mr. Sauer made a motion to approve Zachary Svette and any board member to attend the meeting of the Ohio Parks and Recreation Association and all other meetings of importance concerning MetroParks' business or issues for 2019; per the *Bylaws of Trumbull County Metropolitan Park District*; seconded by Ms. DiCristofaro. The motion carried.

Mr. Maas made a motion to contract with Mitzi Sabella as an independent contractor for 2019 for bookkeeping and secretarial services for the MetroParks at \$200 per month; seconded by Mr. Sauer. The motion carried.

Ms. Darkangelo made a motion to accept 7 bales of straw from Ed Agler for the MetroParks; seconded by Ms. DiCristofaro. The motion carried.

Ms. DiCristofaro made a motion to approve Resolution No. 2019-1 – Trumbull County MetroParks District Request the Trumbull County Auditor to Certify Estimate Revenue of Proposed Levy; seconded by Ms. Darkangelo. The motion carried.

Mr. Brown made a motion to accept the 133 acres of Ellis property in Braceville Township; seconded by Ms. Darkangelo. The motion carried.

Mr. Brown made a motion to approved the Coalburg Lake Management Plan pending property purchase; seconded by Ms. Darkangelo. The motion carried.

Following proper procedures, Ms. DiCristofaro made a motion to do a first reading of the Trumbull County MetroParks Purchasing Manual; seconded by Mr. Sauer. The motion carried.

**IV. Communications - None**

**V. Operations Director's Report**

Mr. Svette reviewed his report with the members present of his workload.

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**VI. Reports on Current MetroParks – No report**

**VII. Other Parks, Preserves and Lands**

Mr. Svette reported that he is trying to get ODNR to put a canoe launch in at the Braceville property.

**VIII. Future Planning**

Ms. Darkangelo made a motion to change Mr. Svette's title from Operations Director to Executive Director; seconded by Mr. Maas. The motion carried.

The next MetroParks' meeting is scheduled for Wednesday, February 27, 2019, at 4:15 p.m. at the Trumbull County Planning Commission Office.

**IX. Adjournment**

There being no further business, Ms. Darkangelo made a motion to adjourn; seconded by Mr. Sauer. The motion carried. The meeting was adjourned at 5:17 p.m.

Respectfully Submitted,

Mitzi Sabella, Secretary