

**Minutes of
Trumbull County MetroParks Board
Thursday, October 26, 2023**

A meeting of the Trumbull County MetroParks was called to order by the Chair, Nicolette Darkangelo, on Thursday, October 28, 2023, at 4:19 p.m. at the Park Office at 3983 N. River Road in Howland Township. Those in attendance included the following:

Nicolette Darkangelo
Kathy DiCristofaro
John Brown, Jr.
Kurt Sauer
Steve Maas
Zachary Svette, Executive Director
Mitzi Sabella, Secretary

Also in attendance: Bob Coupland, Tribune Chronicle; Judge James Fredericka, Probate Court; Chris Zwetzig

Public Comments

The Board held a moment of silence in honor of David W. Ambrose who passed away recently. Mr. Ambrose was a former Park Commissioner and a volunteer for many years for the MetroParks.

The Board then presented Mitzi Sabella, Park Board Secretary, with a plaque in honor of her retirement. Mr. Svette reported that Mitzi has worked for the MetroParks for over 32 years. The honorable Judge Fredericka presented Mrs. Sabella with a Certificate of Recognition from the Trumbull County Probate Court.

Mr. Brown, Jr. made a motion to name the conference room at the Park Office on N. River Road the Mitzi Sabella Conference Room; seconded by Mr. Maas. The motion was carried.

There were no other public comments at this meeting.

I. Approval of Board Minutes of September 28, 2023

Mr. Brown, Jr. made a motion and seconded by Ms. DiCristofaro to approve the minutes from the Board Meeting of September 28, 2023. The motion was carried.

II. Financial Report

The list of the bills paid were reviewed by the board. Mr. Sauer made a motion and seconded by Mr. Maas to approve the Financial Report. The motion was carried.

Mr. Sauer made a motion and seconded by Ms. DiCristofaro to approve the following appropriation and Transfers:

Trumbull County MetroParks
Minutes of October 26, 2023
Page 2

Financial Report, Continued:

- Appropriate \$1,500 to Advertising and Printing Publications
981-060-5600-5600-3-505602
- Transfer from 981-060-5600-5600-3-505509, Refreshments to 981-060-5600-5600-3-505156, Medicare: \$100.00
- Transfer from 981-060-5600-5600-3-50523, Vehicle Maintenance (\$500) and 981-060-5600-5600-3-505524, Temp. Services (\$250) to 981-060-5600-5600-3-505157, Hospitalization: \$750.00
- Transfer from 981-060-5600-5600-3-505214, Operation Supplies (\$300) and 981-060-5600-5600-3-505501, Advertising (\$500) to 981-060-5600-5600-3-505604 Attorney: \$800.00
- Transfer from 981-060-5600-5600-3-505524, Temporary Services to 981-060-5600-5600-3-505703 Seminars and Training: \$300.00
- Transfer from 981-060-5600-5600-3-505524, Temporary Services to 981-060-5600-5600-3-505415 Maintenance Equipment: \$500.00
- Transfer from 981-060-5600-5600-3-505524, Temporary Services to 981-060-5600-5600-3-505217 Computer Software: \$142.00

The motion was carried.

Mr. Maas made a motion to accept a donation of \$100 from Joseph and Sharon Puskarich in Memory of David W. Ambrose; seconded by Mr. Brown, Jr. The motion was carried.

Mr. Brown, Jr. made a motion to approve the Fall 2024 budget to be submitted to the Trumbull County Commissioners.

III. General Business

- The Board discussed and decided to review the Short-Term and Long-Term Goals after the next meeting on November 30th.
- Mr. Sauer made a motion to approve the revised Executive Director Job Description; seconded by Ms. DiCristofaro. The motion was carried.
- Since the board of Trumbull County MetroParks determines that county personal property is not needed for public use, or is obsolete or unfit for the use for discard or salvage that property. Mr. Brown, Jr. made a motion to discard or salvage the following:

General Business, Continued:

- Asset Tag# 77197-Osgood Black Desk Chair (Broken)
The motion was seconded by Mr. Maas, and it was carried.
- Mr. Sauer made a motion to approve Zachary Svette, Executive Director, to attend the November Park District Meeting in Columbus and approve Expenses: mileage (\$206) and meals (\$40) seconded by Ms. DiCristofaro. The motion was carried.
- Mr. Maas made a motion to approve Zachary Svette, Executive Director, to attend the 2024 OPRA Conference and approve paying up to \$1,000 for the related expenses; seconded by Mr. Brown, Jr.
- Mr. Svette gave an update of the Office Manager Position. He stated that there are 26 applicants currently. Mr. Maas and Ms. Darkangelo said that they would help with reviewing the resumes with Mr. Svette.

IV. Communications - No communications were presented to the board.

V. Executive Director's Report

Mr. Svette reviewed his Director's Report with the board members, highlighting the following:

- RFP for the dam removal project will be ready at the November meeting.
- Working with Cortland to repave trails at Eastlake MetroPark.
- Pups and Pumpkins event is this weekend.
- Parks computer and telephone are set up at the Park Office.
- Baughman Bridge is completed closed off.

VI. Future Planning

The next scheduled regular meeting of MetroParks will be held on **Thursday, November 30, 2023**, at 4:15 p.m. at the Park Office on North River Road.

VII. Adjournment

There being no further business, Mr. Maas made a motion to adjourn; seconded by Mr. Sauer. The motion was carried. The meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Mitzi Sabella

Mitzi Sabella, Secretary