

**Minutes of
Trumbull County MetroParks Board
Thursday, May 25, 2023**

A meeting of the Trumbull County MetroParks was called to order by the Vice Chair, Kathy DiCristofaro, on Thursday, May 25, 2023, at 4:17 p.m. at the Park Office at 3983 N. River Road in Howland Township. Those in attendance included the following:

John Brown, Jr.
Kathy DiCristofaro
Steve Maas
Zachary Svette, Executive Director
Mitzi Sabella, Secretary
Bob Coupland, Tribune Chronicle

Also in attendance:

Public Comments - There were no public comments.

I. Approval of Board Minutes of April 27, 2023

Mr. Brown, Jr. made a motion to approve the minutes from the Board Meeting of April 27, 2023, seconded by Mr. Maas. The motion was carried.

II. Financial Report

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

Mr. Maas made a motion to approve the following additional appropriations and transfers:

*Additional Appropriation: \$1,000.00 into 981-060-5600-560-3-505604 for Legal Services for Dam

*Additional Appropriation \$1,000.00 into 981-060-5600-5600-3-505501, Advertising (Dam)

*Transfer from 981-060-5600-5600-3-506620, Equip. Non Capt. to 981-060-5600-5600-3-505201, Office Supplies: \$400.00

*Transfer from 981-060-5600-5600-3-506620, Equip. Non Capt. to 981-060-5600-5600-3-505217, Computer Software: \$50.00

Motion was seconded by Mr. Brown, Jr. The motion was carried.

Mr. Brown, Jr. made a motion to approve the Spring Budget Request Submittal (copy attached – green column recommended) - Expense and Revenue; seconded by Mr. Maas. The motion was carried.

Mr. Maas made a motion to approve the quote for the Router and Switch to move the MetroParks desktop computer and phone out to Park Office in Howland. The Trumbull County IT Department recommends approving CBTS Technology Solutions LLC, 221 East Fourth Street, Cincinnati, OH, 45202, in the amount of \$10,597.28; and to appropriate the money from the cash balance of Trumbull County MetroParks to account no. 981-060-5600-5600-3-505418, Computer equipment and software. seconded by Ms. DiCristofaro. The motion was carried.

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III. General Business

Ms. DiCristofaro made a motion to approve Resolution No. 2023-1 - Request of Funds from the Ohio Department of Transportation (ODOT) and Designation of Projects for Ohio Parks Districts' Roadwork Fund FY 2024-2025 through the Ohio Parks & Recreation Association (OPRA); seconded by Mr. Brown, Jr. The motion was carried.

Mr. Brown, Jr. made a motion to adopt the New Job Description for the Office Manager; seconded by Mr. Maas. The motion was carried.

Mr. Maas made a motion to approve Advertising via Legal Ad for the Criteria Engineer for the Leavittsburg Dam Removal Project. The legal ad and the cost of engineer are reimbursable costs to the grant; seconded by Mr. Brown, Jr. The motion was carried.

IV. Communications

No communications were presented to the board.

V. Executive Director's Report

Mr. Svette review his Director's Report that was presented to the board members. He highlighted the following: Road tax funds will be used from ODOT to reseal the parks' parking lots in June and July of this year; Healthy Community Day, co-sponsored by the MetroParks will be held on June 10, 2023, at KSU Trumbull Campus; and note that Brad Silvers installed the Tee Signs at the Disc Gold Course.

VI. Future Planning

The next scheduled regular meeting of MetroParks will be held on **Thursday, July 27 2022**, at 4:15 p.m. at the Park Office on North River Road.

VII. Adjournment

There being no further business, Mr. Sauer made a motion to adjourn; seconded by Ms. DiCristofaro. The motion was carried. The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

Mitzi Sabella

Mitzi Sabella, Secretary