

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

REORGANIZATION MEETING:

Location: Park Office, 3983 N. River Road, Warren, OH 44484

CALL TO ORDER: by the 2022 Board Chair, Nicolette Darkangelo at 4:15 p.m.

Attendees: Park Commissioners: John Brown, Nicolette Darkangelo, Kathy DiCristofaro, Steve Maas, Kurt Sauer

Others: Zachary Svette, MetroParks Executive Director; Mitzi Sabella, Secretary; Bob Coupland, Tribune Chronicle; Sarah Lowry

Let the record show that the Park Commissioners of the Trumbull County Metropolitan Park District: John Brown, Steven Maas, Nicolette Darkangelo, Kathy DiCristofaro and Kurt Sauer have been duly sworn in 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. Brown, seconded by Mr. Maas, to place in nomination and to elect Nicolette Darkangelo to the position of Board Chair for 2023.

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

Motion by Mr. Brown, seconded by Mr. Maas to place in nomination and to elect Kathy DiCristofaro to the position of Board Vice Chair for 2023.

Roll Call Vote: John Brown - 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 Ms. DiCristofaro, seconded by Mr. Maas to approve this guideline.

Roll Call Vote: John Brown - 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 Thursday** of the month at 4:15 p.m. at the Trumbull County MetroParks Office at 3983 N. River Road in Warren, Ohio.

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

Roll Call Vote: John Brown - 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 3983 N. River Road 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 24 hours 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. Brown to approve the resolution and policies.

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

Regular Order of Business:

Chairperson Darkangelo called the regular meeting to order at 4:23 p.m.

One additional person arrived for the regular meeting: Barb Rosenblum

Public Comments:

Sarah Lowry was in attendance from the Healthy Community Partnership to discuss reviewing the MetroParks Mission, Vision and Core Values.

I. Board Minutes of November 14, 2022, meeting

Mr. Brown made a motion to approve the minutes of November 14, 2022; seconded by Mr. Sauer. The motion was carried.

II. Financial Report

Mr. Sauer made a motion to approved the bills as listed; seconded by Mr. Maas. The motion was carried.

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II. Financial Report, Continued:

Ms. DiCristofaro made a motion to set mileage for reimbursement to 65.5 cents per mile for all business miles effective January 1, 2023; seconded by Mr. Sauer. The motion was carried.

Mr. Brown 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 was carried.

Mr. Sauer made a motion to accept donations of \$45 each from Dave Ambrose and Phillip Vigorito from the canceled September Spin; seconded by Mr. Maas. The motion carried.

II. Financial Report, Continued:

Ms. DiCristofaro made a motion to refund \$45 back to Donald Riley from the canceled September Spin; seconded by Mr. Maas. The motion was carried.

III. General Business

Ms. DiCristofaro made a motion to approve the Sick and Vacation Leave Conversation Plan for Zachary Svette for the term effective January 1, 2023, through December 31, 2023; seconded by Mr. Sauer. The motion was 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, 2023, deadline.)

Mr. Maas 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 2022; per the *Bylaws of Trumbull County Metropolitan Park District*; seconded by Mr. Brown. The motion was carried.

Mr. Brown made a motion to approve the agreement for legal services with the Trumbull County Prosecutor's Office for 2023 seconded by Ms. DiCristofaro. The motion was carried.

Mr. Sauer made a motion to join the Trumbull County Tourism Bureau for 2023 in the amount of \$50.00; seconded by Ms. DiCrisofaro. The motion was carried.

Ms. DiCristofaro made a motion to revise the MetroParks Public Records Policy for copy charges to increase to .20 cents per page; seconded by Mr. Sauer. The motion was carried.

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III. General Business, Continued

Ms. DiCristofaro made a motion to approve disposal of the following: Asset Tag #55140 – broken metal 2-door cabinet and Asset Tag # 19229 – broken metal 2-door cabinet; seconded by Mr. Maas. The motion was carried.

Sarah Lowry from the Community Foundation was in attendance to discuss updating the MetroParks Mission, Vision and Core Value Review.

IV. Communications

There were no communications to review at this meeting.

V. Executive Director's Report

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

VI. Future Planning

The next MetroParks' meeting is scheduled for Thursday, February 23, 2023, at 4:15 p.m. at the Park Office.

VII. Adjournment

There being no further business, Mr. Maas made a motion to adjourn; seconded by Ms. DiCristofaro. The motion carried. The meeting was adjourned at 5:20 p.m.

Respectfully Submitted,

Mitzi Sabella

Mitzi Sabella, Secretary