

**Minutes of
Trumbull County MetroParks Board
Thursday, January 27, 2022**

REORGANIZATION MEETING:

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

CALL TO ORDER: by the 2021 Board Chair, Nicolette Darkangelo at 4:15 p.m.

Attendees: Park Commissioners: John Brown, Jr., Nicolette Darkangelo, Kathy DiCristofaro, Steve Maas

Others: Zachary Svette, MetroParks Operations Director; Mitzi Sabella, Secretary; Bob Coupland, Tribune Chronicle

Let the record show that the Park Commissioners of the Trumbull County Metropolitan Park District: John Brown, Jr., 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. The swearing in of John Brown, Jr. occurred on December, 2021, 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. Brown, Jr. seconded by Ms. DiCristofaro, to place in nomination and to elect Nicolette Darkangelo to the position of Board Chair for 2022.

Roll Call Vote: John Brown, Jr., - Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Approved 4-0

Motion by Mr. Brown, Jr., seconded by Mr. Maas to place in nomination and to elect Kathy DiCristofaro to the position of Board Vice Chair for 2022.

Roll Call Vote: John Brown, Jr., - Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Approved 4-0

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 Mr. Brown, Jr. to approve this guideline.

Roll Call Vote: John Brown, Jr., - Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Approved 4-0

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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, Jr., - Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Approved 4-0

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 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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Mr. Sauer arrived at the meeting at 4:20 p.m.

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: John Brown, Jr., - 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 4:22 p.m.

I. Board Minutes of December 9, 2021, meeting

Mr. Brown, Jr. made a motion to approve the minutes of December 29, 2021; 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. John Brown, Jr.. The motion was carried.

Mr. Sauer made a motion to set mileage for reimbursement to 58.5 cents per mile for all business miles effective January 1, 2022; seconded by Ms. Maas. The motion was 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 was carried.

III. General Business

Mr. Brown, Jr. made a motion to approve the Sick and Vacation Leave Conversation Plan for Zachary Svette for the term effective January 1, 2022, through December 31, 2022; seconded by Ms. DiCristofaro. 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, 2022, 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 2022; per the *Bylaws of Trumbull County Metropolitan Park District*; seconded by Ms. DiCristofaro. The motion was carried.

Mr. Sauer made a motion to contract with Mitzi Sabella as an independent contractor for 2022 for bookkeeping and secretarial services for the MetroParks at \$200 per month; seconded by Mr. Maas. The motion was carried.

Mr. Sauer made a motion to approve the agreement for legal services with the Trumbull County Prosecutor's Office for 2022; seconded by Mr. Maas. The motion was carried.

Mr. Sauer made a motion to approve the agreement for legal services with the Trumbull County Prosecutor's Office for 2022 for \$1; seconded Mr. Maas. The motion was carried.

Mr. Sauer made a motion to join the Trumbull County Tourism Bureau for 2022 in the amount of \$50.00; seconded by Mr. Maas. The motion was carried.

Mr. Brown, Jr. made a motion to approve the lease agreement with Paddle the River LLC DBA/Mahoning River Adventures for a new 5-year term with mutual extension of 5 years (no other terms are changing in the lease); seconded by Ms. DiCristofaro. The motion was carried.

Mr. Brown, Jr. made a motion to allow the Executive Director to advertise for an independent contractor position at \$15 per hour for up to 20 hours a week; seconded by Mr. Sauer. The motion was carried.

Ms. DiCristofaro made a motion to approve the amendment to the purchase and sale agreement for the Welsh Property in Weathersfield Township extending the closing date until September 1, 2022, and to authorize, Zachary Svette, Executive Director, to sign and execute the amended purchase and sale agreement; seconded by Mr. Maas. The motion was carried

III. General Business

Mr. Brown, Jr. made a motion to accept the donation from John and Mary Joan Dugan of three parcels of property located on North Road to the MetroParks System which was approved by the Trumbull County Probate Court; seconded by Mr. Sauer. The motion was carried.

Mr. Sauer made a motion to allow the Executive Director to complete certain WRRSP grant pre-award tasks relative to the Leavittsburg Dam Removal; seconded by Mr. Brown, Jr., Note: These tasks include the preparation of a Project Management Plan, and Environmental Covenant Document, requesting qualification statement for design build teams, selection of a design build team to perform the dam removal project, obtain a project sponsor, and completed the design of the dam removal project to a 60 percent level. The motion was carried

At 4:55 p.m., Mr. Maas made a motion to go into Executive Session; seconded by Ms. DiCristofaro with roll call taken as follows: John Brown, Jr., - Yes, Ms. Darkangelo - Yes, Ms. DiCristofaro – Yes, Mr. Maas - Yes, Mr. Sauer, Yes.

At 5:31 p.m. the board came out of Executive Session.

Mr. Sauer made a motion to place the Executive Director, Zachary Svette, at a pay grade 5; 12 years with a salary of \$42,190 (\$20.2839 per hour) retroactive to August 1, 2021, and subsequent increases for 2022 and 2023 which follows the Trumbull County Commissioners' payroll schedules; seconded by Ms. DiCristofaro. The motion was carried.

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 board reviewed the 2022 Park District Events Calendar; upcoming meetings, and Friends of MetroPark Events. The next MetroParks' meeting is scheduled for Thursday, February 24, 2022, at 4:15 p.m. at the Park Office.

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VII. Adjournment

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

Respectfully Submitted,

Mitzi Sabella

Mitzi Sabella, Secretary