

**Minutes of  
Trumbull County MetroParks Board  
Wednesday, January 8, 2020**

**REORGANIZATION MEETING:**

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

**CALL TO ORDER:** by the 2019 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; Mitzi Sabella, Secretary; Ray Hall, Russ St. Clair and Mr. & Mrs. Arnold.

Let the record show that the Park Commissioners of the Trumbull County Metropolitan Park District: John Brown, Jr., Nicolette Darkangelo, Kathy DiCristofaro, 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 Steven Maas and Kurt Sauer occurred on December 9, 2019, 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 2020.

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

Motion by Ms. Darkangelo, seconded by Mr. Sauer to place in nomination and to elect Kathy DiCristofaro to the position of Board Vice Chair for 2020.

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. Brown, Jr., seconded by Mr. Sauer 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

**Trumbull County MetroParks**  
**Minutes of January 8, 2020**  
**Page 2**

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 Ms. Darkangelo, seconded by Mr. Sauer 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.

**Trumbull County MetroParks  
Minutes of January 8, 2020  
Page 3**

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. Sauer seconded by Mr. Brown 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:**

Chair Darkangelo called the regular meeting to order at 4:26 p.m.

**I. Board Minutes of December 11, 2019, meeting**

Ms. DeCristofaro made a motion to approve the minutes of December 11, 2019; seconded by Ms. Maas. The motion carried.

**II. Financial Report**

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

Mr. Brown, Jr. made a motion to set mileage for reimbursement to 57.5 cents per mile for all business miles effective January 1, 2020; 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 Mr. Brown, Jr. The motion carried.

**Trumbull County MetroParks**  
**Minutes of January 8, 2020**  
**Page 4**

**III. General Business**

Mr. Sauer made a motion to approve Mr. Svette to attend the 2020 OPRA Conference at Kalahari Conference Center and hotel and to pay for any meals not covered by the conference and mileage (he received a grant to pay for the cost of the conference). Estimated cost is \$206.50 (tolls \$14.50; mileage \$116.00 approx. 200 miles; meals \$76.00 – 2 breakfasts, 1 lunch and 2 dinners)

Mr. Brown, Jr. made a motion to approve the Sick and Vacation Leave Conversation Plan for Zachary Svette for the term effective January 1, 2020, through December 31, 2020; seconded by Ms. DiCristofaro. 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, 2020, 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 2020; per the *Bylaws of Trumbull County Metropolitan Park District*; seconded by Mr. Brown, Jr. The motion carried.

Mr. Brown, Jr. made a motion to contract with Mitzi Sabella as an independent contractor for 2020 for bookkeeping and secretarial services for the MetroParks at \$200 per month; seconded by Ms. DiCristofaro. The motion carried.

Mr. Sauer made a motion to approve the Memorial Donation Policy; seconded by Ms. DiCristofaro. The motion carried.

Mr. Brown, Jr. made a motion to approve Zachary Svette to submit to the Trumbull County Tourism Bureau the 2020 Tourism Bureau Grant; seconded by Ms. DiCristofaro. The motion carried.

Mr. Maas made a motion to approve up to \$500 for a Boy Scout project to install 2 tee pads at Clarence Darrow MetroParks; seconded by Mr. Sauer. The motion carried.

Mr. Brown, Jr. made a motion to approve the agreement for legal services with the Trumbull County Prosecutor's Office for 2020; seconded by Mr. Maas. The motion carried.

**IV. Communications - None**

**V. Operations Director's Report**

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

**Trumbull County MetroParks  
Minutes of January 8, 2020  
Page 5**

**Public Comments were taken at this time:**

Mr. Edward Anthony spoke and said that he is a resident and a Township Trustee in Warren Township, and he and others in attendance are part of the Leavittsburg Dam Committee and they have concerns on the potential removal of the dam. He stated that he knows the MetroParks owns the dam and it is their decision on its removal. He stated that they would like to have a meeting with the MetroParks to discuss their concerns regarding the affects that the removal will have on the residents. Mr. Svette asked Mr. Anthony if the committee has something to present to the MetroParks at this time. Mr. Anthony stated that they did not at this time, but that he would have something to present by the end of February for a possible meeting in March. Ms. Darkangelo stated that the board would need time to review what is submitted in February to comprehend before a meeting in March.

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

**VII. Other Parks, Preserves and Lands – No report.**

**VIII. Future Planning**

The next MetroParks' meeting is scheduled for Wednesday, February 26, 2020, at 4:15 p.m. at the Trumbull County Planning Commission Office.

**IX. Adjournment**

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

Respectfully Submitted,

Mitzi Sabella, Secretary