

February 10, 2014

Attendees:

Roy Podojil
Terry Ries
Melissa Palmer

Brittany Milite, Recording

**Regular Meeting
of the
Russell Township Park Commission**

Call to Order:

- The meeting was called to order at 7:00 p.m.

Minutes:

- The minutes from the January 13, 2014 regular meeting were read. **MOTION:** Terry Ries made a motion to approve the minutes of the January 13, 2014 meeting as presented. Roy Podojil seconded the motion and it passed unanimously.

Old Business:

- **2013 Financial Reports:** were completed and submitted.
- **Real Estate Advance Resolution:** was sent to the County Auditor and Treasurer.
- **Spisak-** A letter to Spisak was written detailing his violations on park land. The letter will be sent to the Russell Township Trustees, County Prosecutor, Russell Township Police, and the owner of the violating property.
- **Trail Map:** It was suggested that a trail map of park lands be made for both ease of access and in case of need for emergencies. The Western Reserve Land Conservancy might be able to lend an accurate GPS for use in mapping out the trails. Robert Morgan, a landscape architect, volunteered to donate spare time to the park; his time may be used to implement the trail mapping project.
- **IRS Forms:** The end of the year 1096 transmittal and the 1099 forms were sent to the IRS.
- **Legal Ad:** A legal ad was placed in the newspaper for Financial Report Completion.

New Business:

- **Certificate of Estimated Resources:** The Certificate of Estimated Resources for 2014 was received from the County Budget Commission and used to generate permanent appropriations. **MOTION:** Terry Ries made a motion to accept the Resolution of the Permanent Appropriations for the year 2014. Roy Podojil seconded the motion and it passed unanimously.
- **RUP:** The snow plow at the Russell Uplands Preserve is not pushing snow through the gate and therefore the snow is encroaching upon parking spaces. The snowplow contractor will be asked to push the snow entirely through the gate in the future.
- **Fax Machine:** An old spare fax machine may be eligible for donation if no use can be found for it in the Park Commission.

Monthly Financial Report & Signings:

- Mr. Ries received the monthly financial reports and signed the bank statements.
- PO#2014-17 in the amount of \$1,100.00 for Brittany Milite, Secretarial Contractor (P10).
- Warrant & Ck #115 in the amount of \$250.00 to Melissa Palmer for February Financial Services (from PO#2014-1).
- Warrant & Ck #116 in the amount of \$100.00 to Brittany Milite for February Secretarial Services (from PO#2014-17).
- Warrant & Ck #117 in the amount of \$1,200.00 to Custom Cut Landscaping for snowplowing (from PO#2014-14).
- Warrant & Ck #118 in the amount of \$90.00 to Blades Lawn Care for 3 trail checks (from PO#2014-13).
- Warrant & Ck #119 in the amount of \$61.95 to 21st Century Media for legal ad for financial report completion (from PO#2014-4).


Chairman


Recorder