

January 12, 2015

Attendees:

Roy Podojil
Sandy Siegler

Brittany Milite
Melissa Palmer, recording

**Regular Meeting
of the
Russell Township Park Commission
8501 Kinsman Road, Russell Township**

Call to Order:

- The meeting was called to order at 7:02 p.m.

Organizational Duties:

- The Russell Township Park Commission secretary called for nominations for Chairman for the year 2015. Mr. Siegler nominated Mr. Podojil for Chairman of the Russell Township Park Commission. Mr. Podojil seconded the nomination and it passed.
- Mr. Podojil nominated Mr. Siegler for Vice-Chairman of the Russell Township Park Commission for the year 2015. Mr. Siegler seconded the nomination and it passed.
- Mr. Podojil nominated Mr. Ries for Fiscal Officer of the Russell Township Park Commission for the year 2015. Mr. Siegler seconded the nomination and it passed.

Minutes:

- The minutes from the December 8, 2014 regular meeting were read. **MOTION:** Mr. Siegler made a motion to approve the minutes of the December 8, 2014 meeting as corrected. Mr. Podojil seconded the motion and it passed.

Old Business:

- **Trail Map:** Judge Grendell approved the use of the trail map on December 5, 2014. Ms. Milite will print copies for the safety services and for the information kiosk, and will place it on the website.
- **2015 Meeting Schedule:** The meetings of the Russell Township Park Commissioners have been properly sunshined. Future meetings will be held in the West Woods Nature Center as usual.
- **Snowplow Service:** Mr. Siegler made the motion to approve PO 2014-20, a Then and Now Purchase Order to Custom Cut Landscape in the amount of \$240.00 for the snowplow expenses at the end of 2014. Mr. Podojil seconded the motion and it passed. For the year 2015, the commissioners agreed to increase the appropriation in PO 2015-14, Snowplowing Service to \$3,000.00.
- **WRLC Stewardship Walk:** Ned Baker, WRLC, reported to Roy Podojil on November 28, 2014, that no further ATV encroachment was observed from the Siegfried property at the Park District's Land Lab property.
- **Keller Letter:** The letter requesting the removal of previously discussed dumped material from Russell Township Park District property was approved and will be sent to Mr. Keller.

New Business:

- **2014 Financial Report:** The financial reports for 2014 are in progress.
- **IRS Forms:** 1099s will be prepared for M&N Masonry, Blades Lawn Care, M Palmer, & Miller Tree Service
- **Siegler Reappointment:** Mr. Siegler was reappointed to the Park Commission at the end of December by Judge Grendell. Mr. Siegler's Public Officials Bond is in and must be notarized. Thank you to Mr. Siegler for his willingness to serve his community for another 3 year term.
- **General Liability Insurance Renewal:** Mr. Siegler made the motion to approve the General Liability Insurance as the company, the coverage, and the premium all remain unchanged. Mr. Podojil seconded the motion and it passed.

Public Officials Insurance Renewal: Mr Siegler made the motion to approve the Public Officials' Liability Insurance as the company, the coverage, and the premium all remain unchanged. Mr. Podojil seconded the motion and it passed.

Executive Session:

- Roy Podojil made the motion to move into Executive Session to discuss the purchase of public property for public purposes per ORC 121.22 (G) (2). Mr. Siegler seconded the motion and it passed. The meeting moved into Executive Session at 7:30 pm.
- Mr. Siegler made the motion to move out of Executive Session at 7:40 pm.

Monthly Financial Report & Signings:

- **2015 Purchase Orders:** Purchase Orders for the beginning of 2015 were discussed. The increase in the snowplow purchase order was noted. Two POs were added due to a discussion held in Executive Session. The 2015 Purchase Orders will be written as follows:

PO 2015-1	Secretarial Services	\$3,000	P10
PO 2015-2	Office Supplies	\$250	P10
PO 2015-3	Mileage Reimbursement	\$200	P10
PO 2015-4	Legal Ad's	\$1,000	P10
PO 2015-5	Fees, Geauga County Auditor	\$4,000	P10
PO 2015-6	Fees, State Audit	\$5,000	P10
PO 2015-7	Public Official Bonds	\$950	P10
PO 2015-8	Liability Insurance	\$1,800	P10
PO 2015-9	Professional Legal Services	\$5,000	P10
PO 2015-10	Other Secretarial Services	\$1,200	P10
PO 2015-11	Hardware supplies & equipment	\$1,000	P30
PO 2015-12	Property trail improve., maint. & mow	\$17,500	P30
PO 2015-13	Prof. Engineering Services	\$3,000	P30
PO 2015-14	Snowplow service	\$3,000	P30
PO 2015-15	Land Purchase	\$30,000	P40
PO 2015-16	Title Fees Closing costs	\$5,000	P10

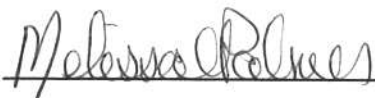
MOTION: Mr. Siegler made the motion to approve the above Purchase Orders for 2015. Mr. Podojil seconded the motion and it passed.

- The regular monthly signings and financial review will be conducted at a future meeting when Mr Ries returns.
- Warrant & ck# 161 was VOID due to a check writing error
- Warrant & ck# 162 in the amount of \$100.00 to Brittany Milte for January Secretarial (PO #10)
- Warrant & ck# 163 in the amount of \$805.00 to Blades Lawn Care for trails, 2 trees, cutting (PO#12)
- Warrant & ck# 164 in the amount of \$250.00 to Sutton Insurance for Siegler 3 yr Public Officials Bond (PO#7)
- Warrant & ck# 165 in the amount of \$1,525.00 to Sutton Insurance for General Liability & Public Officials Liability Insurance (PO#8)
- Warrant & ck# 166 in the amount of \$250.00 to Melissa Palmer for January Secretarial (PO#1)

Adjournment:

- The meeting was adjourned at 7:45 pm

Respectfully submitted by:



Approved by:

