

January 13, 2014

Attendees:

Roy Podojil  
Terry Ries  
Sandy Siegler

Melissa Palmer, recording

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

**Call to Order:**

- The meeting was called to order at 7:01 p.m.

**Organizational Duties:**

- The Russell Township Park Commission secretary called for nominations for Chairman for the year 2014. Mr. Siegler nominated Mr. Podojil for Chairman of the Russell Township Park Commission. Mr. Ries seconded the nomination and it passed unanimously.
- Mr. Podojil nominated Mr. Siegler for Vice-Chairman of the Russell Township Park Commission for the year 2014. Mr. Ries seconded the nomination and it passed unanimously.
- Mr. Podojil nominated Mr. Ries for Fiscal Officer of the Russell Township Park Commission for the year 2014. Mr. Siegler seconded the nomination and it passed unanimously.

**Minutes:**

- The minutes from the November 11, 2013 regular meeting were read. There were no December minutes as the December meeting was canceled. **MOTION:** Terry Ries made a motion to approve the minutes of the November 11, 2013 minutes as presented. Sandy Siegler seconded the motion and it passed unanimously. The minutes were accepted and signed.

**Old Business:**

- **Park Violations: Dines Road:** Dr. Junglas lives on approximately 10 acres adjacent to Park Commission property on Dines Road. He has been riding horses and has cut trails on park property. Trails have been marked with paint on trees. Remains of a deer was found on park property. Mr. Podojil and Blades Lawn Care posted conservation easement signs, No Hunting signs, and No Trespassing signs. Dr. Junglas expressed concern that he was being kept off the property. Dr. Junglas may walk on the property but is not permitted to break the rules established for park users. **West River:** Fence posts, rolled steel fencing, and yard clippings have been dumped on the West River park property. The land owner has not responded to the letter identifying the violations. Across the street hundreds of beer cans and two 80 gallon drums were discovered. A Chagrin River Land Conservancy conservation easement sign was posted on a steel post. New easement signage will be installed when it is available. No Trespassing and No Hunting signs were also posted. Blades Lawn Care was contracted to clean up the area. Mr. Ries will review the written rules for use of Park Commission owned properties. Mr. Podojil will speak with Western Reserve Land Conservancy about a non-abrasive letter to the neighbors.

**New Business:**

- **Tax Advance Request Resolution: MOTION:** Mr. Siegler made the motion to approve Resolution 2013-1, a Resolution Requesting the Advance of Taxes Collected. Mr. Podojil seconded the motion and it passed unanimously. The resolution was signed.
- **2013 Financial Report:** The financial reports for 2013 are in progress.
- **IRS Forms:** 1099s will be prepared for Blades Lawn Care = \$8,740; M Palmer = \$3000; Dan Miller Tree Service = \$1,850; Fisher's Painting = \$775
- **Podojil Reappointment:** Mr. Podojil was reappointed to the Park Commission at the end of December by Judge Grendell. Mr. Podojil's Public Officials Bond is in and notarized. Thank you to Mr. Podojil for his willingness to serve his community for another 3 year term.

- **Park Liability Insurance Renewal:** The companies, coverage, and premiums for both the Public Officials Liability Insurance and the General Liability Insurance remain the same. **MOTION:** Mr. Ries made the motion to maintain the Public Officials Liability Insurance as recommended by the Sutton Insurance Co for 2014 at the cost of \$1,025. Mr. Siegler seconded the motion and it passed unanimously. **MOTION:** Mr. Ries made the motion to maintain the General Liability Insurance as recommended by the Sutton Insurance Co for 2014 at the cost of \$500. Mr. Siegler seconded the motion and it passed unanimously.

- **Temporary Appropriations Certificate:** has been received from the County Auditor
- **2014 Purchase Orders:** Purchase Orders for the beginning of 2014 were discussed.

PO 2014-1	Secretarial Services	\$3,500	P10
PO 2014-2	Office Supplies	\$250	P10
PO 2014-3	Mileage Reimbursement	\$200	P10
PO 2014-4	Legal Ad's	\$1,000	P10
PO 2014-5	Fees, Geauga County Auditor	\$4,000	P10
PO 2014-6	Fees, State Audit	\$5,000	P10
PO 2014-7	Public Official Bonds	\$850	P10
PO 2014-8	Liability Insurance	\$1,800	P10
PO 2014-9	Professional Legal Services	\$5,000	P10
PO 2014-10	Levy Comm. Donation	\$284.82	P10
PO 2014-11	Hardware supplies & equipment	\$1,000	P30
PO 2014-12	Prof. Engineering Services	\$3,000	P30
PO 2014-13	RUP trail improve., maint. & mow	\$15,000	P30
PO 2014-14	Snowplow service	\$2,000	P30
PO 2014-15	Fairmount Road property improve.	\$2,500	P30
PO 2014-16	Hall Field maintenance & mow	\$3,000	P60

**MOTION:** Mr. Ries made the motion to approve the above Purchase Orders for 2014. Mr. Siegler seconded the motion and it passed unanimously

- **Dogs and Leash Policy:** Mr. Siegler and Mr. Ries both spoke with Russell resident Kathy Leavenworth regarding leash laws and the policy of the Russell Township Park Commission. Mr. Podojil explained that the commissioners are required by law to post signs on public property. The ORC states that dogs are to be under control at all times. Police Chief Carroll has advised the commissioners to maintain the policy that all dogs are to be on leashes. Insurance premiums can be adversely affected if claims occur and the insurance coverage can ultimately be canceled. Park commissioners agree that leash laws will be kept for all of the Russell township Park Commission properties.
- **Secretarial Contractor:** **MOTION:** Mr. Ries made the motion to hire Brittany Milite as a secretarial contractor at the cost of \$100.00 per month to take on the duties of agenda preparation, minutes, and general correspondence. Mr. Siegler seconded the motion and it passed unanimously. Mrs. Palmer will continue to handle the finances.

#### Monthly Financial Report & Signings:

- Mr. Ries signed the bank statements.
- Documenting December 2013 payments due to canceled December 2013 meeting:
- Warrant and Ck #107 in the amount of \$250.00 to Melissa Palmer for December Secretarial Services (from PO#2013-1).
- Warrant and Ck #108 in the amount of \$250.00 to Sutton Insurance for Podojil 3 yr Public Officials bond (from PO #2013-7).
- Warrant and Ck #109 in the amount of \$340.00 to Blades Lawn Care for mow, gutters, 2 trees, 2 trail checks (from PO #2013-13).
- Warrant and Ck #110 in the amount of \$490.00 to Blades Lawn Care for Dines signs (mat & labor), 2-250 gall fuel tanks, dead maple (from PO #2013-13).

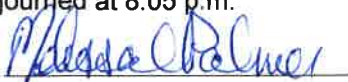
#### **2014 payments:**

- Warrant and Ck #111 in the amount of \$250.00 to Melissa Palmer for January Secretarial Services (from PO#2014-1).
- Warrant and Ck #112 in the amount of \$90.00 to Blades Lawn Care for 3 trail checks (from PO #2014-13).
- Warrant and Ck #113 in the amount of \$1,025.00 to Sutton Insurance for Public Officials liability (from PO #2014-8).
- Warrant and Ck #114 in the amount of \$500.00 to Sutton Insurance for General Liability Insurance (from PO #2014-8).

#### Adjournment:

- The meeting was adjourned at 8:05 p.m.

Respectfully submitted by:



Approved by:

