

MINUTES of CHESTER TOWNSHIP PARK DISTRICT

Meeting date: February 16, 2022

Call to order: The Annual and Regular meeting of the Chester Township Park District was held at the Colagiovanni and Green offices in Chesterland, OH on February 16, 2021. The meeting convened at 7:04 p.m. Commissioners in attendance were Bob Somrak, Al Parker, Lisa Luoma, Joe Fornaro, and Michael Colagiovanni, Fiscal Officer. Also in attendance were Chester Township Trustees Joe Mazzurco and Craig Richter.

○ **Motion 2022-01 Call to order the Annual and Regular Meeting**

Motion moved by Al Parker to open the Annual and Regular meeting and call for a roll call for attendance. **Roll Call Vote:** Al Parker- **Yes**, Lisa Luoma- **Yes**, Joe Fornaro- **Yes**, Bob Somrak- **Yes**. Motion carried.

At this time the Chairman turns over the meeting to the Fiscal Officer to open the floor for nominations for Chairperson of the Chester Township Park District Board of Commissioners for the year of 2022. Joe Fornaro nominated Al Parker for the position. Seeing no other, the nominations were closed.

○ **Motion 2022-02 Election of the Park Board Chairperson for 2022**

Motion moved by Joe Fornaro to approve Al Parker to be the Chairman of the Chester Township Park District Board of Commissioners for the Year of 2021. Bob Somrak seconded. *All approved.* **Motion carried.**

The meeting was then turned over to Al Parker, Chairman.

At this time the Chairman opened the floor for nominations for Vice-Chairperson of the Chester Township Park District Board of Park Commissioners for the year of 2022. Lance Yandell nominated Bob Somrak for the position. Seeing no other the nominations were closed.

○ **Motion 2022-03 Election of the Park Board Vice-Chairperson for 2020**

Motion moved by Lisa Luoma to approve Bob Somrak to be the Vice-Chairwoman of the Chester Township Park District Board of Commissioners for the Year of 2022. Joe Fornaro seconded. *All approved.* **Motion carried.**

○ **Motion 2022-04 Fiscal Officer**

Motion moved by Al Parker to approve Mike Colagiovanni from Colagiovanni and Greene to be retained as Fiscal Officer/ Secretary for 2022 at the same rate as last year. Joe Fornaro seconded. *All approved.* **Motion carried.**

○ **Motion 2022-05 Commissioners Compensation and Mileage Reimbursement**

Motion moved by Al Parker to approve that as directed by ORC 1545, the Commissioners receive no compensation but are permitted mileage and normal expenses in the pursuit of their volunteer position and to authorize reimbursement for expenses and payment for mileage at the IRS designated mileage rate of 2022 at \$0.56 per mile for traveling for Park Board business. Joe Fornaro seconded. *All approved.* **Motion carried.**

○ **Motion 2022-06 Park Board Meeting Held According to the Open Meetings Act**

Motion moved by Al Parker to approve that all meetings of the Chester Township Board of Park Commissioners be held in accordance with ORC section 121.22, Ohio's Open Meeting Act. Lisa Luoma seconded. *All approved.* **Motion carried.**

○ **Motion 2022-07 Park Board Regular Meetings**

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Motion moved by Al Parker to approve that regular meetings of the Chester Township Board of Park Commissioners for the Calendar year of 2022 be held on the third (3rd) Wednesday of every month unless otherwise cancelled or re-scheduled by the Board Chairperson. Notice of cancellation or re-scheduled of regular meetings may be posted on the Park Website. Newspapers who have requested will receive advanced notification. Bob Somrak seconded. *All approved.*
Motion carried.

○ **Motion 2022-08 Park Board Special Meetings**

Motion moved by Al Parker to approve that notice of Special Meetings of the Chester Township Board of Park Commissioners to be posted 24 hours in advance and may be on the Park Website. Newspapers who have requested will receive advanced notification. Joe Fornaro seconded. *All approved.* **Motion carried.**

○ **Motion 2022-09 Park Board Emergency Meetings**

Motion moved by Al Parker to approve that notice of emergency meeting of the Chester Township Board of Park Commissioners will be immediately posted and may be on the Park Website. Newspapers that have requested notification will receive immediate notice. Bob Somrak seconded. *All approved.* **Motion carried.**

○ **Motion 2022-10 Park Board Obligations to \$1,000.00**

Motion moved by Al Parker authorizing the Chairperson and Vice Chairwoman to incur obligations of \$1,000.00 or less on behalf of the Park Board in addressing generally emergency situations. Note the Fiscal Officer must approve the funds are available prior to any purchase. Lisa Luoma seconded. *All approved.* **Motion carried.**

○ **Motion 2022-11 Park Board Expenditures**

Motion moved by Al Parker to authorize the Fiscal Officer/ Secretary to incur obligations of \$200.00 or less on behalf of the Park Board. Note that the Chairperson or Vice Chairperson must be notified prior to any purchase in excess of \$100.00. Joe Fornaro seconded. *All approved.* **Motion carried.**

○ **Motion 2022-12 Park Board 2021 Year End Documentation**

Motion moved by Al Parker to authorize the Fiscal Officer to provide and facilitate all documentation and paperwork required under the Ohio Revised Code for the Year End 2021 Reporting. Bob Somrak seconded. *All approved.* **Motion carried.**

○ **Motion 2022-13 Permanent Appropriations for 2022**

Motion moved by Bob Somrak to temporarily approve (note: appropriations will be revised at the March 16, 2022 meeting) the 2022 Permanent Appropriations for the Chester Township Park District as follows:

\$6,000.00 in #1000-610-311-0000 Accounting & Legal Fees
\$850.00 in # 1000-610-313-0000 UAN Fees
\$7,000.00 in # 1000-610-323-0000 Repairs and Maintenance
\$1,700.00 in #1000-610-381-0000 Property Insurance Premiums
\$400.00 in # 1000-610-383-0000 Fidelity Bond Premiums
\$300.00 in # 1000-610-410-0000 Office Supplies
\$1,000.00 in # 1000-610-420-0000 Operating Supplies
\$150.00 in # 1000-610-490-0000 Other Supplies and Materials
\$ 2,000.00 in # 1000-610-591-0000 Contributions to Other Organizations
\$600.00 in # 1000-610-599-0000 Other- Other Expenses

For a total of \$20,000.00. Joe Fornaro seconded. **Roll Call Vote:** Bob Somrak **Yes**, Al Parker **Yes**, Lisa Luoma **Yes**, and Joe Fornaro **Yes** *All approved.* **Motion carried.**

○ **Motion 2022-14 Park Record Office & Storage Approval:**

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Motion moved by Al Parker to approve the rental space for the Chester Township Park District for office and storage of records and other materials for the Park District with Petronzio Management Company, LLC in the amount of \$175.00 per month. Bob Somrak seconded, *All approved. Motion carried.*

◦ **Motion 2022-15 Park Board November 17, 2021 Meeting Minutes:**

Motion moved by Al Parker to approve the regular meeting minutes for November 17, 2021 as submitted by the Fiscal Officer. Joe Fornaro seconded, *All approved. Motion carried.*

◦ **Motion 2022-16 Park Board Account Statements:**

Motion moved by Al Parker to approve the cash account bank statement reconciliations for the period ending November 30, 2021 as provided by the Fiscal Officer. Lisa Luoma seconded, *All approved. Motion carried.*

◦ **Motion 2022-17 Park Board Account Statements:**

Motion moved by Al Parker to approve the cash account bank statement reconciliations for the period ending December 31, 2021 as provided by the Fiscal Officer. Lisa Luoma seconded, *All approved. Motion carried.*

◦ **Motion 2022-18 Park Board Account Statements:**

Motion moved by Al Parker to approve the cash account bank statement reconciliations for the period ending January 31, 2021 as provided by the Fiscal Officer. Lisa Luoma seconded, *All approved. Motion carried.*

◦ **Motion 2022-19 Post Office Box Approval:**

Motion moved by Al Parker to approve payment to the United States Postal Service in the amount of \$364.00 for the yearly fees for the post office box. Bob Somrak seconded, *All approved. Motion carried.*

◦ **Motion 2022-20 Perennial Gardeners Donation Approval:**

Motion moved by Al Parker to approve a donation of \$2000.00 to the Perennial Gardeners for the year of 2022. Bob Somrak seconded, *All approved. Motion carried.*

◦ **Motion 2022-21 Purchase Order Approval:**

Motion moved by Al Parker to approve opening a purchase order in the amount of \$364.00 to the United States Postal Services, as provided by the Fiscal Officer. Lisa Luoma seconded, *All approved. Motion carried.*

◦ **Motion 2022-22 Purchase Order Approval:**

Motion moved by Al Parker to approve opening a purchase order in the amount of \$2,100.00 to Petronzio Management Company, LLC. for rental office space for the year 2022. Lisa Luoma seconded, *All approved. Motion carried.*

◦ **Motion 2022-23 Purchase Order Approval:**

Motion moved by Al Parker to approve opening a purchase order in the amount of \$2000.00 to the Perennial Gardeners. Joe Fornaro seconded, *All approved. Motion carried.*

◦ **Motion 2022-24 Purchase Order Approval:**

Motion moved by Al Parker to approve opening a purchase order in the amount of \$6000.00 to CG Accounting, for accounting fees, as provided by the Fiscal Officer. Bob Somrak seconded, *All approved. Motion carried.*

◦ **Motion 2022-25 Purchase Order Approval:**

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Motion moved by Al Parker to approve opening a purchase order in the amount of \$684.00 to Treasurer of State of Ohio for UAN fees, as provided by the Fiscal Officer. Joe Fornaro seconded, *All approved.* **Motion carried.**

◦ **Motion 2022-26 Approval Payment of Purchase-Disbursement of Funds for January 2022:**

Motion moved by Al Parker to approve the purchase and disbursements of funds through payment of sequential order Warrant # 2348 to Warrant #2349 in the sum total amount of \$1521.00 as approved by the Fiscal Officer. Lance Yandell seconded, *All approved.* **Motion carried.**

2348	CG Accounting	\$1350.00
2349	Treasurer of State of Ohio	\$171.00

At this time the floor was opened for discussion. There was discussion about paving the park parking lot. Joe Fornaro wants to investigate to see what is under the current park parking lot. Playground benches and a vandalized playground slide need to be repaired.

Adjournment: The meeting was adjourned at 7:56 p.m.

Minutes Submission: Respectfully by Michael Colagiovanni, Fiscal Officer

Bob Somrak, Commissioner



Al Parker, Commissioner



Lisa Luoma, Commissioner

Lance Yandell, Commissioner



Joe Fornaro, Commissioner

Date of approval

3-16-22

Date of approval

3-16-22

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3-16-2022

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