

AGENDA
RUSSELL TOWNSHIP CITIZENS' PARK DISTRICT (511)
Board Meeting – NOVEMBER 8, 2019
Geauga West Public Library

- I PLEDGE OF ALLEGIANCE
- II CALL TO ORDER
- III MINUTES OF THE OCTOBER 4th and OCTOBER 22nd MEETINGS
- IV BUDGET & ACCOUNTING UPDATES
- V LEVY
- VI OTHER
- VII ADJOURNMENT

*to be included
in next mtg.*

NEXT MEETING: November 22, 2019, Time: _____ Location: Geauga West Public Library

**Minutes of: 511 Citizens' Park Board
of Russell Township
Held: Geauga West Public Library**

Meeting: Regular

Date: October 22, 2019

PLEDGE OF ALLEGIANCE – Mr. Podojil asked for all to stand and recite the Pledge of Allegiance.

CALL TO ORDER - 6:43 PM – Present were Mr. Roy Podojil, Mr. Perry Howland and Ms. Stephanie Snevel, Commissioners, and Ms. Maria Livers, Clerk.

MINUTES - Ms. Livers read the minutes of the Sept. 30th meeting into the record. Mr. Howland made a motion to accept the Minutes as submitted. Ms. Snevel seconded and the motion passed unanimously.

PURCHASE ORDERS & CHECKS – SEE ATTACHMENT

ML read each of the Purchase Orders for 2019 listed on attachment into the record. All were reviewed by all Commissioners.

A motion was made by Mr. Podojil to approve the PO list and approve and sign all Then & Now Purchase Orders, Warrants and Vouchers as listed, to bring board financial paperwork current. Ms. Snevel seconded the motion and the motion passed unanimously.

Previously tabled warrants 1006, 1007, 1008 were voided, initialed by Stephanie Snevel and witnessed by all Board members.

A motion made by Mr. Podojil to pay Geauga Co. Maple Leaf for May levy listing, per the attachment. Mr. Howland seconded, and the motion passed unanimously.

The Purchase Order list was signed and witnessed by all parties. Ms. Snevel certified the document.

OTHER – UAN presentation – Stephanie has read through the agreement and pointed out things to be aware of before entering into the contract:

- Auditor of State does not agree that using this system will necessarily save a board money.
- Need a safe location to house the hardware and software that is easily accessed.
- If we need additional assistance, we may have to pay for that – they would give us a quote.
- We are responsible for replacing hardware if anything happens to it.

- We will allow reasonable access to auditor and we agree to enact updates.
- We will notify the auditor within 7 days if we relocate, for their approval.
- Upon termination, we agree to pay all transportation costs back to auditor. We agree to use it for intended purposes. We agree to transmit copies of our records to the Auditor as requested.
- User agreements and forms need to be executed prior to using the hardware and software.
- We agree to agree to pay quarterly payment of \$174 (\$8/month and \$50/month). *use of software hardware*
- Provider can terminate agreement if we fail to remedy breach or misuse and/or mishandle equipment.
- They are not liable to us for any defect in hardware of software.
- Upon completion of training, we receive CPU, hard drive, CD-ROM/CD-RW, keyboard, mouse, monitor + software. *+ printer + surge protector and more per agreement*
- WE NEED TO CARRY INSURANCE TO COVER THIS EQUIPMENT.

Mr. Howland moved that we adopt the UAN process, Ms. Snevel seconded, and the motion passed unanimously.

All noted that WE NEED A LOCATION before we can sign the agreement and we NEED TO BE BONDED.

"... (company) reserves the right to change the software and hardware at any time."

EXECUTIVE SESSION - Mr. Podojil adjourned to executive session at 7:29pm to discuss possible properties for this board to consider purchasing.

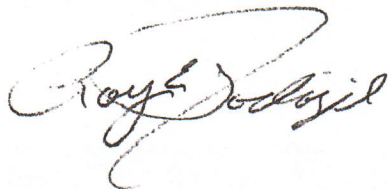
Mr. PH motioned, to adjourn from Executive Session back to regular session at 7:48, Ms. Snevel seconded and the motion passed unanimously.

ADJOURNMENT – Mr. Howland motioned to adjourn from regular meeting at 7:49, Ms. Snevel seconded, and the motion passed unanimously.

NEXT MEETINGS: November 8th – noon, November 22nd time TBD, Dec. 2, 6:30pm 2019

Location: Geauga West Public Library

Meeting Posted regularly to RTCPD website: www.yourrussellparks.com



511 CITIZENS PARK BOARD SIGN-IN

November 8, 2019 – Regular Meeting

1	Jo Fedor
2	Shelley Chernin
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