



WASHINGTON BRUCE ROMEO PARKS & RECREATION COMMISSION

BOARD OF COMMISSIONERS

REGULAR MEETING JUNE 15, 2023 BRUCE TOWNSHIP HALL

MINUTES

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

1. The meeting was called to order by Mr. Palmer at 6:01 p.m.
2. Mr. Palmer led attendees in the Pledge of Allegiance. Ms. Zimmerman read the Parks and Recreation Mission Statement
3. Roll Call: Mr. Biluk, Ms. Gedert, Ms. Knight, Mr. Palmer, and Ms. Zimmerman were present. Ms. Russell was present as Director. Mr. Christ was present as legal counsel.
4. It was moved by Ms. Zimmerman to approve Consent Agenda items (a) and (b), the Minutes of the Regular Meeting of the Board of Commissioners of June 5, 2023 and the Minutes of the Closed Session Meeting of June 5, 2023. The motion was seconded by Mr. Biluk and passed unanimously.

Mr. Palmer requested adding discussion regarding the Community Center paving as Item 8 (d) in Unfinished Business. It was moved by Ms. Zimmerman to approve the agenda for tonight's meeting as amended by Mr. Palmer. The motion was seconded by Ms. Gedert and passed unanimously.
5. Legal Counsel, Mr. Christ stated that he had no formal report, but attended Mr. Palmer's request to offer updates on legal items as they arise on the agenda.
6. There were no Community Comments.
7. Ms. Russell presented statistical information on registrations for programs and for Star usage.
- 7 a. Ms. Russell presented a quotation and information regarding quotations for replacing exit doors at the Community Center, the South Building and Washington Township's Senior Center. After discussion on matter, it was moved by Ms. Zimmerman to table this matter until the July 20th regular Commission meeting in order to give the Commission time to review the information and to get approval from Washington Township to replace the door at their facility. The motion was seconded by Ms. Knight and passed unanimously.
- b. Ms. Russell presented bids for removal of the old playground, disposal and excavation, and prep work for the new playground.

It was moved by Mr. Biluk to award the contract to Landscape Direct in the amount of \$9,590. The motion was seconded by Ms. Zimmerman. Mr. Detkowski asked if removal of 3 stumps on the property was included. Ms. Russell stated that it was included in the cost.



WASHINGTON BRUCE ROMEO PARKS & RECREATION COMMISSION

Vote: Aye: Biluk, Zimmerman, Gedert, Palmer No: Knight
The motion carried.

- c. There was discussion regarding the signing of cards at the PNC Bank for both the Parks and Recreation and Star accounts. All Commission members must be present at the same time to sign. Ms. Russell was instructed to see if the meeting can take place on Friday, June 16th at Noon to accommodate everyone's schedule. Ms. Berna White was present as Accounting Director.

There was discussion regarding the charge cards through the Pinnacle account at the bank. Ms. Russell and Ms. White stated that it would improve the time and record keeping in Accounting if charge cards were provided to the full-time employees of Parks and Recreation and assigned to each of the vehicles used at Star Transportation. No Commission action is required at this time.

There was discussion regarding the Accounting Director's salary and potentially adding all invoices, quotes and other relevant documents to the computer filing system so that they are accessible to all Commission members.

Ms. Zimmerman presented a draft of a monthly financial report that she created that would give the Commission a one-page overview of the budget at each monthly meeting. Ms. Russell and the Ms. White will review it.

- d. Ms. Russell removed the discussion regarding having Fireworks at the Washington Christmas Event due to safety concerns.
- e. Updates were given by Ms. Russell on the following items:

- i. SMART will not be providing new vehicles this year. One bus will be delivered in the spring of 2024 and a van in 2025. There was discussion regarding the legality of all vehicles being titled through Bruce Township and the possibility of purchasing a new vehicle at this time. All vehicles are being used and there is no vehicle for back-up if one goes down.

It was moved by Ms. Zimmerman to refer this item to the attorney for clarification of the legality of owning the vehicles and a possible lease-back agreement. The motion was seconded by Ms. Knight and passed unanimously.

- ii. Ms. Russell suggested that the Commission set up a committee to meet with Mr. Kozac from Giffels Webster to finalize planning for the new parks. Mr. Detkowski reviewed the items that Mr. Kozac was asked to address in the past. He also noted that the sewer line installation will be an additional cost that was not planned for, and it should be done at the time the parking lot is repaired. He also noted that any plans for the parks will have to be approved by the Planning Commission. It was moved by Ms. Zimmerman to establish a Park Development Committee comprised of Mr. Palmer, Ms. Knight, and Mr. Detkowski. The motion was seconded by Ms. Gedert and passed unanimously.
- iii. Ms. Russell asked for clarification regarding her ability to purchase two treadmills for the fitness centers. She was advised that since it falls under the limit for which she needs Commission approval, she can go ahead and purchase them.



WASHINGTON BRUCE ROMEO PARKS & RECREATION COMMISSION

There was discussion regarding possible advertising of the fitness centers and maybe changing the hours of use. Ms. Zimmerman will contact the WBRW Board to arrange a video spot to be put on Facebook and other webpages.

8. Unfinished Business

- a. Property Leases – Ms. Knight and Mr. Palmer have an appointment with Meagan Poznanski, President of Romeo Village Council on July 10, 2023 at 9:30 a.m.
- b. Romeo Community Schools Agreement – Ms. Gedert, Mr. Biluk and Ms. Russell have an appointment with Todd Robinson, Superintendent on June 21, 2023 at 10:30 a.m.
- c. Ms. Zimmerman noted that the draft of the By-Laws is still in process. Some information was received from Mr. Staran, but more is expected.
- d. There was discussion regarding the motion passed at the last meeting regarding the paving of the Community Center parking lots and Walter Sheetz Drive. Mr. Christ noted that, as Mr. Staran had stated in his email, it was proper for the current Commission to override the motion made by the prior Commission since no action had been taken on that motion to date. Therefore, the paving will proceed as stated.

It was noted that this procedure is an item that should be added to any new “policies and procedures” handbook that will be created in the future.

9. New Business.

- a. Ms. Knight noted that all contracts and invoices should have been changed to the new entity name. Some things she has seen have not been changed yet. There was further discussion regarding setting up time lines for tasks assigned to the Director or any Commission member or committee.
- b. Ms. Knight continued the prior discussion noting that there are programs for Task Management and we need to set this up for each item as passed by the Commission. It was moved by Ms. Zimmerman to have Mr. Russell contact our IT personnel to find a Task Management System and report back at the July meeting. The motion was seconded by Ms. Knight and passed unanimously.
- c. There was discussion regarding the Employee Benefit Package currently used for our employees, which is obtained through Washington Township. It has been stated that Washington Township would like to cease providing this program. Mr. Detkowski suggested contacting the Romeo District Library for information on their programs and that the township attorney is suggesting it be separate. Ms. Berna suggested that perhaps Parks and Recreation could pay Washington Township for the administration of the benefits package. Mr. Detkowski will speak with Mr. Babinski regarding the status with the Board of Trustees of Washington. It was moved by Mr. Palmer to establish a committee of Mr. Biluk and Ms. Zimmerman to continue the discussion regarding the benefits package issue and report back at the meeting in July. The motion was seconded by Ms. Zimmerman and passed unanimously.



WASHINGTON BRUCE ROMEO PARKS & RECREATION COMMISSION

- d. Washington Township would like to hold an event called "Touch a Truck." An email was presented listing how the Township sees the event. The event would include political figures and booths along with other items. The Commissioners stated that no politics are allowed at a Parks and Recreation event. Ms. Zimmerman requested that Ms. Russell contact the person who sent the email for clarification of the role of Park and Recreation in this event. It was noted to be sure that the "no politics" rule be added to the policies and procedures.
- e. There was lengthy discussion regarding the issue of STAR Transportation not being included in the Inter Local Agreement that created Parks and Recreation. It appears that there needs to be a new Inter Local Agreement for Star. Ms. Knight noted that Mr. Kopp and Mr. Tremblay are going to develop that agreement. Ms. White expressed an opinion that it could be worked out with a legal agreement between the entities.

It was moved by Ms. Zimmerman to direct Mr. Christ and/or Mr. Staran to draft a letter on behalf of WBR Parks and Recreation to the Washington Township Board of Trustees and the Bruce Township Board of Trustees, pending the outcome of discussion at the Washington Township Board of Trustees meeting on Wednesday, June 21, 2023 regarding a new Inter Local Agreement for Star. The motion was seconded by Mr. Palmer and passed unanimously.

10. Community Comments – None

11. Commission Comments

Ms. Russell requested clarification regarding the signatures at PNC Bank. The only signers will be for WBR Parks and Recreation, not for Star.

Mr. Detkowski raised the issue of the Washington Lions Pavilion and lack of maintenance and repair after use by Parks and Recreation. The Lions have requested repair.

Ms. Knight would like to see documents, such as quotations, prior to meetings and have them included in the package before the meeting. She also would like a list of who the sponsors are of our events, including when and how much they donated. She would like to see more sponsors.

Mr. Biluk asked if sponsors sponsor specific events or an annual amount. Ms. Russell stated that both are true. As to the pavilion, Mr. Biluk asked whether we rent the pavilion or the Lions Club does. Ms. Russell stated that Parks and Rec does not rent out the pavilion. Additionally, she stated that Parks and Rec has made repairs to the pavilion, and she will repair the nail holes.

Mr. Palmer stated that he appreciates all the efforts of this Commission in working toward a future for Parks and Rec.

- 12. It was moved by Ms. Zimmerman to adjourn the meeting at 8:52 p.m. The motion was seconded by Mr. Palmer and passed unanimously.

Respectfully submitted:

Approved by the Commission at a meeting:
held on:



WASHINGTON BRUCE ROMEO PARKS & RECREATION COMMISSION

Phyllis A. Zimmerman

Phyllis A. Zimmerman
Secretary

July 27, 2023

Date