

MINUTES

Preservation Parks of Delaware County

July 11, 2013 – 1:00 P.M.

Hogback Ridge Preserve

2656 Hogback Road, Sunbury

ATTENDEES: Dan Boysel, Bruce Ruhl, John Bader, Rita Au, , Frank DiMarco, Sean Gogolin, Sue Hagan,

Saundra McBrearty, Jason Nahvi, Rich Niccum, Kara Spriggs, Dennis Welch, Todd Younkin

GUESTS: Marci Bird, Jennette Nguyen, Scott Sonnenberg, Amy Tovar

The meeting was called to order by B. Ruhl at 1:03 P.M.

REVIEW OF MINUTES. M. Bird requested that the Minutes from the June 12, 2013 meeting be expanded to include the topic of her comments. The Park Commissioners approved this request. R. Au would make the additions. D. Boysel moved to approve the Minutes with the addition; B. Ruhl seconded. The motion carried.

REVIEW OF MONTHLY BUDGET. D. Boysel questioned why the Materials and Supplies fund balance was at 96.66% utilized. K. Spriggs reported that more requisitions were submitted at the beginning of the year than in the past and pointed out that this figure represented both expended and encumbered funds, with expenditures representing $84,212.62 of the $300,000 appropriated for the fund. She also requested that a resolution be passed to approve the transfer of $15,000 from Services and Charges to Materials and Supplies. Spriggs also reported that $86,000 had been returned to Services and Charges from Delaware County as a tax refund for exempted properties.

B. Ruhl moved to approve the expenditures as presented; J. Bader seconded. The motion carried.

B. Ruhl moved to adopt Resolution #281, to transfer $15,000 from Services and Charges to Materials and Supplies, effective immediately. J. Bader seconded. The Resolution was adopted.

PUBLIC PARTICIPATION

Marci Bird read a statement thanking J. Bader for meeting her at Shale Hollow Preserve, reflecting her displeasure with Executive Director Au and the development of Shale Hollow Preserve, reporting rumors regarding personnel, and questioning perceived building re-use policies.

Amy Tovar questioned the possibility of changing the time of the Park Commissioners’ meeting.

Jennette Nguyen posed the possible formation of an Advisory Committee.

NEW BUSINESS

1. Professional Leave Requests. R. Au presented the following requests:
2. Kim Banks, Naturalist – to attend the Midwest Native Plant Conference in Dayton, Ohio, on July 26-28, 2013, at a cost of $150. She did not ask for lodging or travel expenses. D. Boysel moved and B. Ruhl seconded to approve the request.
3. Ted Miller, Chief Planner, and Mary Van Haaften, Landscape Architect - to participate in the Webinar, “Building Your Trail Right the First Time,” sponsored by the American Trails Association, at a cost of $75 per person. B. Ruhl moved and J. Bader seconded to approve the request.
4. Public Participation Policy. B. Ruhl asked why it was necessary to develop a public participation policy. R. Au stated that it could become necessary to limit the public comments in order to keep meetings from becoming too long. B. Ruhl asked the other Commissioners if they felt the development of such a policy was needed at this time. The consensus was that it was not needed currently, but they would reserve the right to limit comments and to develop a policy at a later date if needed. The issue was tabled.
5. Contract Award. R. Au presented a contract with Calvin Access Controls, Inc. in the amount of $25,868.00 to install a fence and gates around the parking lot and South Zone and Law Enforcement building. B. Ruhl questioned the need for the fence; D. Welsh said the parking lot was more open than the previous site and that the fence would serve as a deterrent and provide protection to the building. B. Ruhl moved to award a contract to Calvin Access Controls, Inc., in the amount of $25,868.00 to install a 6’ vinyl coated chain link fence around the new South Zone and Law Enforcement headquarters. J. Bader seconded. The motion carried.
6. Employee Policy Handbook Correction. J. Nahvi reported that there was a minor revision necessary to the new Employee Policy Handbook. It needed to state that part-time employees also received Medicare benefits. D. Boysel moved to make the necessary change. B. Ruhl moved. The motion was approved.
7. User Survey. R. Au reported that she had received additional information regarding the cost to conduct a user survey. It would be approximately $10,000 - $12,000. As an alternative, she submitted a short survey which could be conducted in person at events where we had an information table or booth, such as the Powell Festival and the Delaware County Fair. She also reported that the survey could be put on-line. The Commissioners felt that these methods would be okay to try, to see the size of the response. Depending on the sample size, conducting a larger survey could still be considered.

OLD BUSINESS

EXECUTIVE SESSION. At 2:12 P.M., B. Ruhl moved to convene an Executive Session to discuss Land Acquisition, Personnel and Legal Issues. J. Bader seconded. At 3:30 P.M., B. Ruhl moved to adjourn the Executive Session and reconvene the General Session; D. Boysel seconded.

D. Boysel moved that J. Nahvi, Human Resources Manager, be directed to begin the process to pursue the selection of an employment consultant. B. Ruhl seconded.

B. Ruhl moved to accept proffered property in Radnor Township, as long as there were no encumbrances, upon the death of the owner/donor. R. Au

B. Ruhl moved to adjourn the meeting at 3:32. D. Boysel seconded. The motion carried.

The next meeting was scheduled for August 8, 2013, at 1:00 at Hogback Ridge Preserve.