



Regular Meeting Agenda Items

Meeting Minutes

February 08, 2021

In accordance with the directive of the State of Ohio Attorney General’s Office, the meeting was conducted remotely during the COVID-19 restrictions on gatherings, using an on-line meeting application with the option for members of the public to attend.

Instructions for attending the on-line meeting were posted on the Park District website, www.cwpd.org

I. CALL TO ORDER

A regular meeting of the Board of Park Commissioners of the Washington Township Park District, also known as the Centerville-Washington Park District, was held via Zoom (video conferencing). The meeting was called to order at 7:29 P.M. with the following attending: Commissioners Pearl, Monahan and Sánchez; Mr. Biondo, Director; Mr. Carter, Operations Manager; Ms. Marks, Program Manager; Mr. Meyer, Planning and Project Manager; and Ms. Huff, Business Manager. Notice of this meeting was sent to the Dayton Daily News on February 5, 2021 and was posted on the Park District web site, www.cwpd.org.

II. CHANGES OR ADDITIONS TO THE AGENDA

No changes were made.

III. APPROVAL OF MINUTES

Minutes for the January 2021 meeting were approved by Commissioners Sanchez and Pearl.

IV. VISITORS

There were no visitors in attendance.

V. FISCAL

General Fund Financial Summary January 31, 2021			
	Budget + Carryover	YTD Expenses + Encumbrances	% of Budget
Beginning Cash 2021	\$ 6,375,558	\$ 6,375,558	
Revenue			
Property Taxes	4,836,869	661	0.0%
Interest	56,000	6,267	11.2%
Donations	30,500	2,780	9.1%
Program	147,000	6,148	4.2%
Field/Facility	20,000	-	0.0%
Advances	205,356	-	0.0%
Grants (other)	3,000	-	0.0%
Other	5,000	932	18.6%
Total	5,303,725	16,787	0.3%
Beginning Cash + Revenue	11,679,283	6,392,345	
Expenditures			
2 - Park Improvements	1,501,674	190,174	12.7%
3 - Agency	622,731	357,853	57.5%
4 - Administration	805,804	273,462	33.9%
5 - Operations	2,573,507	615,611	23.9%
6 - Program	796,628	155,567	19.5%
7 - Matching Funds	72,578	14,078	19.4%
8 - Transfers (out)	800	40	5.0%
9 - Advances (out)	85,000	-	0.0%
Total expenditures	6,458,720	1,606,784	24.9%
Net YTD		\$ 4,785,561.57	



CHECKS DATED JANUARY 14, 2021

Access Trax, Llc	Portable Wheelchair Mat System	3,699.95
Alyssa Schulte	Expense Reimbursement	24.37
Aramark	Uniforms	115.58
At&T	Utilities	179.20
Carroll Wuertz Tire Co., Inc.	Repairs	1,402.00
Centerville Automotive Inc	Repairs	3,336.07
Century Equipment Inc	Parts	988.32
Command Roofing Co Inc	Repairs - Schoolhouse	1,695.00
Dayton Power & Light	Utilities	385.95
Donna Bellotti	Expense Reimbursement	55.00
Hylant Group	Property Insurance	30,682.00
Kenwood Dealer Group	Parts	36.44
Professional Property	Contracted Mowing	2,104.00
Metropolitan Communications	Utilities	456.21
One Call Now	Annual Subscription	669.38
Porta-Pro Mounds	Replacement Mound Turf	960.00
Pro Oncall Technologies	Security System Monitoring	37.50
Quanexus	IT Support	3,600.00
Staples Advantage	Office Supplies	50.84
Suburban Propane	Fuel	1,572.39
Time Warner Cable	Utilities	661.70
Verizon Wireless	Utilities	121.14
Promotional Spring	Newsletter Postage	4,785.25

CHECKS & EFTs DATED JANUARY 21, 2021

Airgas Usa, Llc	Cylinder Rental	369.13
Aramark	Uniforms	115.58
Butler Hvac Holding Co, Inc.	HVAC Upgrades	2,625.00
Centerville Automotive Inc	Repairs	2,645.42
Dayton Power & Light	Utilities	3,512.85
Dental Care Plus, Inc.	Insurance	399.49
Duncan Oil Company	Fuel	222.65
Fifth Third - Not Credit Card	Annual Fee - Safe Deposi	100.00
Fun Express	Program Supplies	509.28
Miami Valley Regional Planning	Membership Renewal	1,000.00
Phillips Companies, Inc.	Parts	42.41
Rainout Line	Annual Fee	399.00
Red Wing Business Advantage Ac	Uniforms	149.93
Reliance Standard Life Ins	Insurance	1,212.38
Spectrum Business	Utilities	722.83
Staples Advantage	Office Supplies	44.90
Super Fleet Master Card	Fuel	140.40
Swartz Mulch	Playground Mulch	218.00
The Corken Steel Product Co.	Filters	238.00



The Vernon Company	Uniforms	2,829.75
Vision Service Plan (Ct)	Insurance	399.49
City Of Centerville Tax Dept	Employee Withholding	2,591.65
Clinton Massie SD	Employee Withholding	0.82
Club 51	Employee Withholding	45.00
Dental Care Plus, Inc.	Employee Withholding	242.16
Fed'L Tax W/H - Eft	Employee Withholding	4,913.18
Flex Bank Inc	Employee Withholding	874.49
London School District	Employee Withholding	27.45
Medical Mutual	Employee Withholding	4,131.56
Medicare W/H -Eft	Employee Withholding	833.62
Miami East School District	Employee Withholding	53.76
Ohio Public Employees Deferred	Employee Withholding	1,645.00
Preble Shawnee 6804	Employee Withholding	35.38
Reliance Standard Life Ins	Employee Withholding	351.40
Treasurer Of State Of Ohio	Employee Withholding	2,562.17
Xenia SD	Employee Withholding	5.79
Various Banks - Eft	Payroll	41,183.20
Vision Service Plan	Employee Withholding	55.10

EFT DATED JANUARY 22, 2021

Fifth Third Commercial Card	Program, Ops and Admin Expense	5,990.80
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CHECKS DATED JANUARY 28, 2021

Aramark	Uniforms	115.58
Centerville Rotary Club	Dues	50.00
Dayton Power & Light	Utilities	56.66
Dental Care Plus, Inc.	Insurance	1,087.31
Duncan Oil Company	Fuel	620.52
Lucas Brothers Farms	Straw	250.00
Miami Valley Lighting, Llc	Lighting	148.50
Midstates Recreation	Playground - Little Mound	20,919.36
Kayla Ferdelman	Advance	650.00

EFT DATED FEBRUARY 1, 2021

Medical Mutual	Insurance - February	26,074.96
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CHECKS & EFTs DATED FEBRUARY 4, 2021

A.M. Leonard Inc	Parts	396.67
Allyson Deshurko	Cell Phone Allowance	30.00
Andrew Avers	Cell Phone Allowance	30.00
Andy Sandidge	Cell Phone Allowance	30.00
Aramark	Uniforms	115.58
Centerville Automotive Inc	Repairs	1,845.85
Centerville Gravely Sales	Repairs	77.99



Century Equipment Inc	Parts	131.92
Clean City Janitor Service	Janitorial Services	885.00
Dayton Power & Light	Utilities	2,037.04
Dude Solutions, Inc.	Annual Fee	7,644.73
Handyman Ace Hardware	Parts	21.03
IPRA	Recruiting - Director	6,750.00
Janet Holthaus	Cell Phone Allowance	30.00
Jeff Schmitt Auto Group	Kubota Utility Vehicle	12,999.00
Joel Thornton	Cell Phone Allowance	30.00
Justin Bates	Cell Phone Allowance	30.00
Kimball Midwest	Parts	246.75
Lizard Apparel & Promotions	Uniforms	626.30
Matt Sever	Cell Phone Allowance	30.00
Midstates Recreation	Playground - Hithergreen	31,589.00
Natorp Wholesale Nursery	Plants	888.00
Ncsi	Background Screening	17.50
Nicole Lanich	Programming	3,628.80
Nrpa	Dues	1,150.00
Ohio Public Employees	Employer Contribution	25,590.24
Pro Kleen Industrial Services	Portable Toilets	780.00
Promotional Spring	Spring Newsletters and Postage	10,407.00
Roderer Shoe Center	Uniforms	157.49
Rumpke Consolidated Companies	Trash	991.85
Sean Kovacs	Cell Phone Allowance	30.00
Sprint	Utilities	246.30
Suburban Propane	Fuel	194.07
Sunbelt Rentals Inc	Equipment Rental	1,984.18
The Plant Trolley, Inc	Plants	250.00
Tim Pifer	Cell Phone Allowance	30.00
Us Bank	Copier Lease	377.42
Vectren Energy Delivery	Utilities	820.60
Wal-Mart Community	Supplies	186.20
Public Employees Retirement	Employee Withholding	18,278.79
CWPD	Employee Withholding	650.00
Fed'L Tax W/H - Eft	Employee Withholding	4,979.94
Flex Bank Inc	Employee Withholding	874.49
Medicare W/H -Eft	Employee Withholding	845.88
Ohio Public Employees Deferred	Employee Withholding	1,645.00
Various Banks - Eft	Payroll	41,182.03

A. Approval of Financial and Investment Activity

Commissioner Pearl moved, Commissioner Monahan seconded, to authorize the January 2021 financial and investment activity. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

VI. BUSINESS

A. System-Wide Master Plan

The Board recommended changes and moved adoption of the plan to the March 2021 meeting.

B. Amendments to Personnel Policy

Two changes are being proposed throughout the Personnel Policy.

- Increase hours where benefits are provided to year-round employees from an average of 25/week to an average of 30/week
 - This is in line with what the Affordable Care Act requires
 - This will provide opportunities for dedicated part-time staff to continue high quality services to the community for more hours per year
- Title “Seasonal” will be replaced with “Temporary”
 - This was at the recommendation of our HR consultants

Commissioner Sanchez moved, Commissioner Pearl seconded, to approve modifications to the personnel policy, as presented. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

C. Purchase of Compact-Excavator

The equipment rental cost associated for the implementation of the Bill Yeck Park master plan was approximately \$20k this past year. Justification to purchase the equipment comes in a 2-3 year return on investment. A \$75K budget was approved for the purchase of a mid-sized compact excavator and trailer. However, further evaluation showed that ownership of two separate pieces of equipment (A smaller compact excavator and a mini track loader) will not only provide financial savings, but improve efficiency that comes from the versatility that both offer. Both pieces of equipment will be purchased from Bobcat of Dayton via a state approved cooperative purchasing program.

Commissioner Pearl moved, Commissioner Monahan seconded, to approve purchase of a Compact Excavator and Mini Track Loader with attachments from Bobcat of Dayton for a total cost of \$62,588.48. Commissioners Pearl, Monahan and Sánchez: ayes, motion carried.

VII. DIRECTOR’S REPORT

- A. Next five weeks
- B. Rotary 50th Anniversary
- C. H. Smith project progress

VIII. DEPARTMENT REPORTS

- Business
- Operations
- Programs
- Project and Planning

IX. COMMISSIONERS COMMENTS

- Commissioner Pearl
 - Asked how weather emergencies are handled. Staff talked briefly about the Emergency Management Plan.

- Asked about Electric Vehicle charging stations. Staff will give an update in March.
- Asked about the Program Manager opening. Staff gave an update about hiring efforts/plan.
- Commissioner Monahan
 - No additional comments.
- Commissioner Sánchez
 - Commended staff on all of the ‘challenges’ that have been getting the community out to different parks.
 - Can some reforestation be done at Village South park? Staff will look at schedule and consider requests when planning.

X. EXECUTIVE SESSION

Commissioner Monahan moved, Commissioner Pearl seconded, to enter Executive Session at 7:50 pm for the purpose of discussing appointing personnel ORC 121.22(G)(1).

Roll Call Vote

Commissioner Pearl - Aye

Commissioner Monahan - Aye

Commissioner Sanchez – Aye

The Board rose from Executive Session at 8:15 pm.

XI. ADJOURNMENT

Commissioner Sanchez adjourned the meeting at 8:16 pm.

A Board work session will be held March 8, 2021 at 6:00 P.M. followed by a regular meeting at 7:00 P.M. via Zoom teleconferencing.