

Meeting Minutes from February 9, 2022
Penfield Parks and Recreation Board

Organizational meeting of the Penfield Parks and Recreation Board was held at the Penfield Township Hall. The meeting convened approximately 6:01 pm. Theresa Seman presiding and Angela Schaffer, Secretary.

Attendees

Rachael Duling
Keri Gordon
Joe Pojman
Angela Schaffer
Theresa Seman
Tom Seman

Amy Smith
Tim Smith
Duane Johnson
Rick Conrad
Eric Flynn

January meeting minutes were reviewed. Motion made to accept the minutes: 1st Tim Smith, 2nd Rachael Duling

Treasurer's Report

- Huntington Bank balance \$3,656.73
- Farmers Savings Bank balance \$8,282.22

No purchases or money received since January meeting.

Motion made to accept the Treasurer's Report: 1st Tim Smith, 2nd Tom Seman

OLD BUSINESS:

- Field Lights
- Question to Trustees present in regard to the update of the lights. LMRE representative was present at the last Trustee meeting; will research into the installment of LED lighting.
- Field Signs
- Rachael researching production, cost and interest in banners
 - Will contact sign company
 - Looking to have 4 x 8 foot signs; weather durable
 - Intent is to approach companies to purchase advertising contract good for 3 years.
 - Park Board needs a letter highlighting our short term and long-term goals on which the money will be used.
- Picnic Tables
- Resurfacing: suggestion made to contact Sherwin Williams
 - Will try to sand down 1 table in the spring to find out what works best to remove chipping paint.
- Concession Stand
- Should we move forward with opening the stand for the summer?
 - Trustees offered to pay for the Health Department permit.
 - Concession Chairperson will need to complete the Health Dept course.
 - Tom to submit paperwork to Health Dept.
- Easter Brunch
- Held Sunday before Easter, April 10th.
 - Contact GFS for 2019 purchases
 - Compile a list of items / amounts / attendance etc from past. See folder from old files.
 - Price shop from various suppliers
 - Tom to contact Health Dept regarding use of kitchen & charging for brunch that day.

NEW BUSINESS:

- Grants
- Lorain County Public Health Dept has grants available: “HealthyPlace” Grants.
 - <https://www.loraincountyhealth.com/healthygrants>
 - Grant money suggestions include: soccer goals/equipment, disc golf baskets
- Pavilion Rental
- Suggestion made to make available to renters the outdoor games with deposit for equipment.
 - Trustees suggest making a presentation at a trustee meeting. If passed the contract would need to be amended.
- Bylaw Amendment
- Proposal made to amend the Penfield Park Board bylaws to include the requirement of an internal audit of the Park Board Treasury quarterly.
 - Written notification of the proposal was presented to Chairman Theresa.
 - The proposal will be presented to the Board at our next meeting in March.
 - The vote to amend will be held at the April meeting.
- Next Meeting
- Wednesday March 9th, 6:30 pm

Motion made to adjourn meeting, 1st by Joe Pojman, 2nd by Tim Smith. Meeting adjourned at 7:52 pm.