

Meeting Minutes from March 11, 2021
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 7:05 pm, Angela Schaffer, Secretary.

Attendees

Dave French	Angela Schaffer	Eric Flynn
Lisa Fox	Theresa Seman	Duane Johnson
Keri Gordon	Tom Seman	Vicki Denes
Joe Pojman	Rick Conrad	Len Brodnik

By Laws

- Rewritten and presented to all present by Secretary, Angela Schaffer
- By-Laws are to be reviewed by each Board member prior to next month meeting.
- April meeting will present any changes and vote for acceptance

Elections

- per the current By-Laws in place, the Park Board is to have officers.
- Nominations were taken from those present.
- Chairperson nomination – Lisa Fox; Lisa accepted the nomination.
- Co-Chairperson nomination – Theresa Seman; Theresa accepted the nomination.
- Treasurer nomination – Keri Gordon; Keri accepted the nomination.
- Secretary nomination – Angela Schaffer; Angela accepted the nomination.
- A quorum was established, and vote taken for all nominees. All were in favor to elect those as nominated.

Chairperson elect Lisa Fox continued the meeting from this point as Chairperson for the Penfield Township Recreation Park Board.

**Ohio Hotstove
Baseball**

- Len Brodnik attended the meeting on behalf of his 18yrs+ Hotstove Team requesting use of field #3.
- The field will be used on Sundays in June and July; appx 4-5 dates.
- Discussion held as to contact created to be used in these instances.
- Motion made and 2nd (Angela & Tom) to have a contract drawn up; all in favor.
- A verbal agreement was given to Len Brodnik to reserve the fields as requested. Len will provide dates.
- Contract will be signed when available.

**Field Fees &
Contract**

- Discussion held to determine cost of use.
- Rain dates can be rescheduled at no additional charge.
- Contract will need to be created. (Separate contract created for Keystone HS use)
- Motion made and 2nd (Joe & Tom) to charge a use fee of \$75.00 per day, payable at signing of contract.

Treasurer's Report

- Financial information provided by Vicki Denes, Penfield Township Fiscal Officer
- Farmers Savings Bank balance \$8,275.69
- Huntington Bank balance \$2,623.28
- Treasurer elect Kari Gordon will take over financials

Park Update:

OLD BUSINESS:

Fundraising

- Annual Easter Brunch will not take place this year. Plan for brunch in May
 - Can be held in the building with food line spacing individuals 6' apart.
 - Buffet table set up with servers
 - 10 persons per table
- Keri contacted Lorain County Health Dept regarding covid regulations for outdoor events.
 - Waiting a response
- Suggestion made to have food trucks available at the outdoor events.
 - % of sales and / or % of sales and spot fee can be charged
 - Food tickets can be sold by Board to be used to purchase food at the trucks. At the end of the day, the vendor is paid per number of tickets turned in to Board.
 - Suggest 5 or less food truck at an event.
- Craft Show - discussion had and decision made to host Craft Show May 1 2021
 - Theresa and Joe to coordinate
 - Food trucks will be contacted to be available in the parking lot.
 - Motion made and 2nd (Tom, Theresa) to hold event, all in favor.
 - Trustee meeting will be attended to ask Trustees/Township for use of Hall at no cost to Board.

Disc Golf

- Keri contacted vendor concerning purchase of discs for "give-aways". Waiting response.
- Bill Vaugh (park layout coordinator)(contacted by Keri) is working on blue print for 9 hole course.
- Bill submitting grant on behalf of Penfield Twp park for funding to purchase additional baskets.

Nopec Grant

- Funds must be designated by June 30th
- Vicki to help Keri with paperwork required by Nopec.
- Board to present ideas as to how to use the money at next board meeting.

NEW BUSINESS:

- Contracts
- New contract will be drawn up and presented to Keystone HS regarding baseball field use.
 - Certificate of Insurance needed
 - New contract needed for Companies advertising with signs on baseball field fences.
- Keys
- All Park Board members should have a key(s)
 - Township/Fiscal Officer requires a copy of every key to every Township Park facility.
 - Township/Fiscal Officer requires a list of names and what key is in their possession.
 - Discussion had over removing locks, having them re-keyed, and reinstalled.
 - Joe volunteered to undertake the removal, acquiring key copies, and reinstallation.
 - Motion made and 2nd (Angela, Tom) to provide the funds needed to update the locks. All in Favor.
 - Joe will text the cost involved. Will present a receipt for reimbursement.
- Facebook
- Lisa to set up and administer.
- Movie Night
- Suggestion made to have food truck available at this event.
 - Suggestion made to have a Disc Golf event
- Pride Day
- May 15th
 - Park Board is to coordinate event with area groups who would like to participate
- Twp Newsletter
- Trustee Duane asks Park Board to write article
 - Board Secretary Angela to submit to Duane as soon as possible.
- Fiscal Officer Notes
- Donations were made for a memorial park bench. The Board needs to decide where to place It.
 - Eagle Scouts are looking for projects.
 - Suggested items we can promote: Farmers Market, Meet Your Neighbor Day, Memorial Day, Playground Safety, Playground-Playing with a purpose...
- Needed for next Meeting
- Review By-laws
 - Current Treasurers report
 - Update from Disc Golf Coordinator Bill Vaughn
 - Report on building locks / keys
 - Fund raising ideas
 - Goals as a Park Board – short and long term

Motion made and 2nd (Tom, Joe) to adjourn. All in favor.
The meeting was adjourned at 8:47 pm.