

EASTERN DELAWARE COUNTY JOINT RECREATION DISTRICT

June 5, 2025

Call to Order

Halli Watson called the Eastern Delaware County Joint Recreation District meeting to order on Thursday, June 5, 2025 at 6:00 p.m. in the Sunbury Council Chambers.

Roll Call

Those answering roll included Ms. Jody Grieger, Ms. Halli Watson, Mr. Greg Elliott and Mr. Todd Musacchio. Mr. Bernard Kooi and Ms. Maria Sobota were absent. Others in attendance included Sunbury City Administrator Daryl Hennessy and Michael Ringle (virtual) from Bricker Graydon.

Minutes

Motion by Mr. Elliot to approve the minutes, seconded by Mr. Musacchio. Upon roll, all yeas. Minutes passed.

Visitors

Old Business

Mr. Hennessy provided an overview of the ongoing process for issuing a Request for Qualifications (RFQ) related to a Community Needs Assessment and Market Analysis. The goal of the RFQ is to assess the feasibility and scope of a potential community center through community engagement, demographic analysis, competitor review, and financial planning. The RFQ focuses on evaluating firms based on their expertise and proposed methodology, rather than pricing at this stage. Key dates include a proposal deadline of July 7, applicant reviews through July 21, and JRD Board meeting to consider the selection of a consultant on July 31, 2025.

A review committee, consisting of two board members and Mr. Hennessy will score submissions based on qualifications, approach, and regional experience. Several clarifications and updates to the RFQ were requested by the Board members. The RFQ will be shared on partner websites and via direct outreach to qualified firms.

Motion by **Mr. Elliot** to release the Request for Qualifications seconded by **Ms. Watson** upon roll all yeas.

Mr. Elliott provided an update on the Public Depository, stating that the banking setup with First Commonwealth Bank is nearly complete, with final signatures currently in progress.

Ms. Watson provided the Board with a brief update on insurance, noting that two quotes are in progress. The Board is currently awaiting a second quote from an additional agency, and a final decision will be made once both quotes have been received and reviewed.

New Business

Mr. Ringle reviewed the Public Comment Policy with the Board, providing an overview of its key components and answering any questions from members. The policy establishes a public comment period at the beginning of each meeting, following the approval of minutes and before old or new business. Members of the public must sign in prior to the meeting, limit their comments to agenda items only, speak for no more than three minutes, and state their name and address. Optional contact information, such as an email address, may be provided for follow-up. The policy also includes provisions for the removal of individuals who engage in disruptive or inappropriate behavior. A standardized sign-in sheet will be created, capturing name, address, agenda topic, and optional email.

Motion by **Mr. Musacchio** on the Public Comment Policy as amended, seconded by **Mr. Elliot**, upon roll all yeas

Mr. Ringle led a discussion with the Board, City staff, and fellow members regarding future governance policies. The group reviewed foundational policies already adopted, including the Public Comment Policy. The conversation then shifted to additional policies under consideration. Among those to be developed are a Conflicts of Interest Policy, which will be drafted for the June 26 meeting, and a Social Media Policy, which has already been shared in draft form and will be revisited after the RFQ process concludes. Future policies to consider include an Audit Committee Charter, Capital Asset Policy, Internal Financial Controls, Media Interviews Policy, Reimbursement Policy, Credit Card Usage Policy, and a Post-Issuance Compliance Policy for debt financing. The Board agreed to prioritize the Conflicts of Interest Policy and expressed interest in reviewing the Social Media Policy in its current draft form for possible future adoption. Throughout the discussion, members of the Board and City staff addressed questions and concerns related to the policy development timeline and implementation.

Mr. Hennessy asked for two representatives to serve on the RFQ review committee. Mr. Hennessy will provide support to the committee and serve as one of its members. The committee will be responsible for independently scoring RFQ submissions and meeting to discuss and recommend a top firm for the Board's consideration.

Motion by Ms. Watson to nominate Mr. Musacchio and Ms. Sobota for the RFQ Review Committee. The motion was seconded by Mr. Elliot, and upon roll all yeas.

INFORMATION

Mr. Hennessy reviewed historical ballot information from the May 8, 2007 JRD vote, noting that approximately 2,200 voters opposed the millage, while around 1,300 supported it. This information was shared for context only, and no action was taken.

Adjournment

There being no further business for the Board, Mr. Elliot moved to adjourn the meeting, and it was seconded by **Ms. Watson**. The motion was approved 4-0.