

Parkman Township Trustees

Regular Meeting July 2nd, 2024

The regular meeting of the Parkman Township Trustees was called to order at 7:00pm by Joyce Peters, township trustee chairperson.

The Pledge of Allegiance was recited, and an agenda was made available.

In attendance were Trustees - Joyce Peters, Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Assistant Zoning Inspector – Mark Strumbly, Fire Chief – Mike Komandt, Residents – John Augustine, Lynn Schiffbauer (Community House Coordinator), Robert Linz, and Russell Spencer from Parkman Township Fire Department.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the June 18th, 2024, regular meeting minutes and Joyce Peters seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to approve the software migration of the Parkman Fire Department to ESO at a cost of approximately \$5,000.00 initially with a recurring cost of approximately \$4,000.00/year. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #085-2024)**

Joyce Peters made a motion for a resolution for the adoption of a levy for fire staffing and equipment in the amount of \$200,000.00 for a 5-year period. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. Roll call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. **(Resolution #086-2024)** *(Attached)*

Joyce Peters made a motion to spend up to \$7,000.00 to buy six concrete trash cans (one for the cemetery and 5 for use at Overlook Park). Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #087-2024)**

Henry Duchscherer made a motion to adjourn the meeting at 8:56pm, Lance Portman seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the June 18th, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Conversing/corresponding with IPA auditor...
- Attended a meeting on Tuesday, June 25th at the county offices with other Fiscal Officers and the Gauga Auditor's office – Various talking points reviewed. This

was well received and will probably become a quarterly meeting with varying topics.

- A representative from OTARMA would like to meet and review our IT security... *Joyce Peters said that she will call them.*
- Received Job Opportunity #1022 from Geauga County Commissioners – posted at bulletin board and will be posted to our Facebook page.
- Reminder: Our Budget Hearing for our 2025 budget is tomorrow (July 3rd) @ 4:00pm.
- Reminder: The next quarterly dinner meeting of the Geauga County Township Association will be hosted by Huntsburg Township on Wednesday, July 10th.
- Our hearing with the Geauga County Budget Commission (to review and approve our 2025 Budget) is scheduled for 10am on Monday, August 19, 2024.

Zoning

1. Zoning received an information request from Title Professionals out of Chardon. The request was for two parcels 25-000310 & 25-112511, both owned by Vincent Reiling: both dealing with title search.
2. Robert Miller one of the Co-Chairman of the Proposed Amish Youth Center Committee requested that the variance scheduled for July be cancelled and they would like their \$350.00 fee to be refunded. *Joyce Peters asked what it was to do. Mark Strumbly thinks that it was to split property on Hosmer Road. Denise Villers said that they received their money back.*
3. Jerry Byler DBA Byler Services completed an application on behalf of Jacob Schlack of Nelson Road is planning a 3,300 square foot house. The new house will be built at 16020 Soltis Road. Mr. Byler submitted all the necessary paperwork, and a permit was issued.
4. Joe Urban called the office and said that he will have the two vehicles moved from the front end of his property to the back behind his house.
5. Geauga County Prosecutor's office called and said that second letters will be sent from their office on the junked vehicles located on a Madison Road property held by Diversified Development out of Aurora.
6. David Kurtz of Nash Road is requesting a USE variance in regard to a small house to be used by his aunt who is 83 years old. Zoning informed Mr. Kurtz that a second house is not permitted on his property, and it would be a violation of section 402.1 of Parkman Township Zoning regulations and that maybe the Health Department may request a whole new septic system or at the least, an upgrade of the system if the BZA would even vote in favor of the USE variance. The hearing is set for next week at 7pm at this location. The meeting is open to the public.

7. Zoning Information request received from Genesis Title on two parcels located in the Forgehill subdivision on parcels 25-117600 & 25-117700. The owners may be trying to sell the property.

8. Travis McAllister of Hosmer Road called Zoning after receiving a letter asking what Zoning can help them with. Mr. McAllister said they are waiting on estimates from contractors. He said he will get back to us.

Zoning Discussion – John Spelich said that there will be Zoning hours on Wednesday from 4:30pm – 6:00pm.

Fire

- Ohio EMS grant awards are delayed due to a website issue.
- Ladder testing is scheduled for fall
- Operating report is up to date
- Budget submitted
- OTARMA risk evaluation completed with contractor
- Please approve the migration to ESO from Emergency reporting contract. This initial cost is approximately \$5000 with a recurring cost of approximately \$4000. This included the transfer of data currently in the Emergency Reporting system, and training sessions with representatives from ESO on the operation of the new system.
 - This will include modules for personnel management, training, inspections, properties, daily activities, Ohio fire code, fire incident reporting, checklists, and inventory management. *See Motions and Resolutions. This doesn't include medical documentation.*

Fire Department Discussion – Joyce Peters asked Mike Komandt about Troy Fire Department members frequently coming to Parkman Fire Department. Mike said that it was a couple of members that were on both departments that were coming to get their bedding. Joyce asked if the Township could provide bedding so that members wouldn't have to worry about getting bedding. Mike said that everyone provides their own and that it's not needed. Joyce asked what the process was after staying the night/shift. Both Mike Komandt and Russell Spencer said that everyone has a container that they put their bedding in.

Roads

- We have been working on roadside mowing.
- Dust control has been completed.
- We have a demo excavator for 2 days and it was used to ditch Short Hosmer Road in a bad area. Our mini was dropped off and looked at, and it was found to be a hose that rubbed against a metal fitting and caused it to burst under the cab.

Lance was given the rough estimate for the repair which should be under \$1,500 dollars.

- We began cleaning the floors and did a rough cleaning of the ODOT building.
- Trash day went well thank you all for the help. *Joyce Peters asked if the light bulbs were handed out. Lance Portman said that they filled three 40-yard dumpsters and there were 261 total tires.*
- We hope everyone has a safe holiday weekend

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 2 bookings in July and 5 in August.
- The round tables were delivered.
- We have a Red Cross Blood Drive on July 19th from 10 to 4.
- New recycling dumpsters have been delivered. *Henry Duchscherer said that we have a new recycling company now.*

Overlook Park:

- We have 5 bookings in July and 5 in August.
- The Salt Dome property has been transferred to the Township.

Community House/Parks Discussions – Any discussion was held during each section.

Cemetery

- None

Old Business

- Policy manual: driver abstracts – Joyce Peters has been going through it. She asked Mike Komandt if he had gone through the whole thing yet. Mike said that he emailed Joyce. Joyce said that she communicated with the attorney today. Joyce explained what the markings the attorney made and the formatting changes. She said that the grey highlighted areas are probably the most important to look at, as they are what has been added. The trustees need to make their notes/comments and discuss those comments. Then, once they decide what they want to keep or change, they send it back to the attorney. The driving abstracts/Risk assessments should all be housed in everyone's personnel /employee files.
- ODOT property – See previous. The building is being cleaned. Joyce Peters spoke with OTARMA, and they are covered. They will probably have to have it appraised to get the replacement value. Mike Komandt asked if the gate will remain locked, and if so, they may need to purchase a Knox Box to hold a key for the padlock.
- Lawsuits – There's not a lot going on. Joyce Peters sent more to our attorney for the records request. Joyce found that in 2017 the township had a request to

purchase land but had to look into the value of it. Then in December 2018 the postal service requested to purchase a portion of land by the ball field. The trustees said they would sell it for \$80,000.00 an acre. It, of course, didn't sell.

- Budget – They have new paperwork to look at new adjustments. Denise Villers took care of the last bit of the CARES money and moved it into the fire fund (2191). It will help cover this year's payroll.
- Inside Millage Mitigation – Joyce Peters spoke with the Auditor's Office. Joyce told them that we're considering gradually decreasing the voted millage. Joyce decreased this coming year's budget by \$30,000.00 (Road budget). She thinks that they should leave the reduction in there. The inside millage would've cost the residents a total of \$40,000.00. Henry Duchscherer asked if there were other levies to "tap". Joyce said that there's only one other one, and it's a fire levy. Joyce said that they should leave it.
- Possible fire levy – Joyce Peters said that if they keep staffing like they are, which has been an average of about 50%, they will run out of money in the fire fund by 2029. Joyce handed out a spreadsheet to the trustees of what funding would be like with a possible \$100,000.00 five-year levy, and when it expires. The spreadsheet was figured at 70% staffing. Discussion was held about how long of a levy and at what amount they will decide on. Joyce said that she would like to see how the community feels about it. She also said that they will have to have a discussion with the budget board. If they do want to go forward with the levy, everything has to be into the Board of Elections by August 7th, 2024. Lance Portman said that he would feel better to get the process started so that they can put it on the ballot if need be. Mike Komandt stated that he would "feel bad about passing a 1 mil levy" with some older apparatus and the fact that "everything takes three years". Mike said he thinks it needs to be talked about more. Joyce said that it would then take it off the table for getting it on the ballot for fall. Russell Spencer said that they had multiple levies fail in the past and he thinks it was because the former trustee board was split. Joyce said that the past levies were asking for too much and that they were going to fail no matter what. Lance Portman said that steady staffing is important, but not at 20%. Joyce's concern is that the process is different because Mike Komandt stated that the collection is different. Henry Duchscherer said that he thinks that they should do a 2 mil, five-year levy. Lance Portman agreed. Joyce is just worried about the time restrictions. *See Motions and Resolutions.*

Old Business Discussion – Joyce Peters brought up the need to purchase two carts for the tables upstairs.

New Business

- OTARMA Risk Management/Sexual Harassment/Anti-Harassment Training – Joyce Peters met with risk management. They sent the 2021 results. Nothing was done. Everyone needs Sexual Harassment/Anti-Harassment Training. The trustees also need proof of insurance for everyone's personal vehicles if they are used while conducting township business. It is fiscally responsible for them to do

this. Joyce said that their driving policy needs to be looked at. She hasn't gotten any recommendations yet.

- Fraud training – Joyce Peters received an email from the Auditor of State stating that all public officials and employees have to take this class. Then they have to sign a form that they took it. It is an eight-minute video.
- Overlook Park trash cans – Joyce Peters' spouse was looking at the siding, and it looked great. While they were there, they noticed that the trash cans looked terrible. Henry Duchscherer said that they're expensive. They need five. Lance Portman suggested the DIG Grant if they were made out of recycled material. *See Motions and Resolutions.*
- Business Directory – Joyce Peters was given an Amish business directory by her husband. She wanted to make it more visible if it wasn't already.

New Business Discussion – Any discussion was held during each section.

Public Comment

- Resident Robert Linz who lives on Hobart Road stated that he can't see down the hill coming out of his driveway. He said that people coming up the hill have almost hit him and his neighbors. He asked the trustees if a "Hidden Drive" sign could be put up. Lance Portman said that he would call the county.

Motion to adjourn: Lance Portman at 8:56p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on July 23rd, 2024, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by


