

Parkman Township Trustees

Regular Meeting July 16th, 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, Zoning Inspector – John Spelich, Residents – John Augustine, Roger Anderson, Jerry Jacob, Marion Mullet, and Ann Wishart of the Geauga Maple Leaf.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the July 2nd, 2024, regular meeting minutes and Joyce Peters seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to approve Zachary Clay and Christopher Clay as cadet members to Parkman Fire Department. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #088-2024)**

Lance Portman made a motion for the Road Department employees to do a one-month trial to change their hours temporarily to four 10-hour days to be worked from Monday through Thursday starting on July 21st, 2024. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #089-2024)**

Lance Portman made a motion to adjourn the meeting at 8:33pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the July 2nd, 2024, regular trustee meeting. *See Motions and Resolutions.*
- Our audit deadline has been extended to September 2nd as requested by our IPA and approved by the AOS.
- I haven't heard anything back from the Auditor's office on our submitted budget for 2025. (No news is good news?)
- Our hearing with the Geauga County Budget Commission (to review and approve our 2025 Budget) is scheduled for 10am on Monday, August 19, 2024.
- Finally received paperwork and billing for the Life Insurance, ADD, STD – which became effective May 1st.
- Delivered certificate of need for fire department levy to the ADA.

Zoning

1. Zoning information request on the following: Parcel 25-030660 owner Benjamin Greenberg of 15765 Main Market Road. A realtor wanted to know if the property was zoned Commercial, and if so, could a house be built on some of the property. The property is being offered by KIKO auctions and a realty company out of Canton. Colten Kiko requested a larger township map.

2. Steven Yoder Realty requested zoning information on the Amish Communities Youth Center property located on Hosmer Road. Mr. Yoder wanted to know if the property could be split and remain buildable. It has a 200-foot frontage and if split on that section it would have a flag lot on the remaining portion. When bought the buyer would have to request a variance.

3. Hope Daniella of 16096 Center Street had a question on the agriculture right of way and if they could use that as part of their side lot set back when they go to build an accessory building. I requested that they bring in a detailed site plan when they are ready to build.

4. Aaron Miller from the sports store called Zoning and wanted information on opening up a thrift type store to sell inventory such as rods & reels and other items that are not moving out the door. They are looking to use one of the buildings to discount the items and to bring a new line of rods and reels to the store. I told them that I will meet with them and talk about it. I did meet with them, and they may have to move the location of the new shed store (it was too close to the post office set back).

5. (To be combined with #1 above) Zoning spoke to Colten Kiko on sign permits and locations in the township. Mr. Kiko requested a larger township map. With that request I overnight expressed the maps, a zoning permit application, and sign permit applications. A few days later, Mr. Kiko called and said he received all needed paperwork, and that he would complete the paperwork and send it back to the township. I made it clear to Mr. Kiko that the signs must be placed on private property and out of the right of way.

6. Zoning received a tip that the owner of the property at 19176 Rutland Road was building small houses with plans of renting them out like small Air B&B's. Zoning did an onsite inspection and on a second parcel, Zoning found 4 such structures. No one at the main house was present so I left a note for Richard Berry to call the office which he did, and I requested that he come to the office with a site plan of the project that he is planning. I explained to him that he needs zoning permits and septic systems so Zoning shut him down and to STOP construction.

7. This last week Mr. David Kurtz met with the BZA on his request for a use variance. All members voted to deny the request.

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

Fire

- Ohio ambulance industry impacted grant has been awarded in less than the amount requested. *Joyce Peters said that only \$12,500.00 was awarded. She thinks that original request was \$25,000.00.*
- I have reached out to OBM for some further guidance on distribution of the funding.
- Had the mechanic in the station last week to order some maintenance parts for a full day's work in the future.
- Please approve two cadets for the department. *See Motions and Resolutions.*
 - Zachary Clay
 - Christopher Clay
- Met with owners of a vacant property on Reynolds about legal burning of unsafe building and structures, info was given. Will meet again in the future.
- All personnel have completed the State training and certificates, and acknowledgment forms will be turned into fiscal Thursday.
- Payroll will be in tomorrow.

Fire Department Discussion – Any discussion was held during each section.

Roads

- We helped Middlefield complete some asphalt repair work on Shedd Road.
- Mowing roadsides has been steady lately as it seems the grass is growing as fast as we mow it.
- We picked up 1 ton of asphalt with the hot box and filled some holes on Nash Road as well as filled the hole at the 528 apron. Our goal is that this will hold until this fall and then we will dig out and remove a section of the apron and replace it with all asphalt at least 20 feet back from where Nash Road meets 528. The holes are being created by vehicles attempting to pull out onto 528 and are spinning tires while doing so. My goal is to have enough of the apron asphalt so we can eliminate this issue.
- New garbage cans have arrived. We are working on assembling them in the shop and then will move them to the park. I will contact Lynn Schiffbauer before we do so we know where she would like them.

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have a Blood Drive on Friday the 19th.
- We have 1 booking for July and 3 for August.

- We are going to write a DIG grant with the Geauga/Trumbell solid waste district to improve our recycling area with a concrete pad.

Overlook Park:

- We have 4 bookings for July and 5 for August.
- We purchased new garbage cans for the park.

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

Cemetery

- The flags were taken down from the grave sites. They were dried and put away. There are a handful that need replaced and we should get some extras as there are more that could be replaced by next year. It is my understanding that Dale can get them at no cost.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Gazebo roof – Henry Duchscherer received one quote for \$19,100.00 to tear off the existing shakes and to replace them. He will get a couple more quotes.
- Policy manual work session – Joyce Peters is working through it. They need to set a work session date. She found a lot that was altered, deleted, or moved around. Joyce asked Denise Villers if we had paid the second part of the bill. Denise said that we received the second part of the bill, and it will be taken care of if it hasn't already.
- North Garage – Joyce Peters said that this is what she has been calling the "ODOT garage" now that it is the property of the Township. She asked the other trustees what they would like to call that garage. Lance Portman said that the road crew has swept the floors, ran the water through the pipes, and they have brush-hogged the outside. Now they know where the property lines are. Lance said that he needs to call for the electric to be changed over to the township. Henry Duchscherer said that they should get cameras for the property put up. Lance said that everything needs to be re-keyed so that everyone will have access. Joyce Peters said that she received the replacement value, which is \$395,000.00.
- Fraud training: zoning boards/intermittent – Joyce Peters looked into if the Zoning board and appeals needed to do the training. OTA said that they have to do the training because they fit under "intermittent employee."
- Inside millage mitigation – Joyce Peters said that she thinks that they can safely wait to make the decision until after the budget hearing.
- Fire levy – Joyce Peters said that because the Certificate of Need just got approved by the Prosecutor's Office, and they don't have the information they need from the Auditor's office yet, they might not be able to do the levy this year. She wants to be able to get the information out to the community in a timely

manner. Joyce doesn't want to hurriedly put it on the ballot and cause mistrust in the community again. She isn't comfortable pushing it out that quickly. It will probably have to wait until next fall. Resident Roger Anderson asked what the number is. Joyce Peters said that they figured about \$200,000.00, but they are waiting on the auditor.

- Lawsuit – There have been no responses from BTE's attorney.
- Cemetery grant – Joyce Peters couldn't fill it out without Dale Komandt. She needs to sit down with him before the deadline.
- Risk Management report – Joyce Peters has a copy of the recommendations, and she will make a copy for everyone. Most of them are re-issued from 2021. Joyce said that they are going to comply with every one of them because in the event of a lawsuit, it will protect the township. Joyce read through the recommendations.

Old Business Discussion – Lance Portman signed a contract for tree removal on Nash Road.

Windows for the road garage will be installed (total cost was \$1,900.00 from NOPEC grant).

New Business

- Engine Brake sign – Henry Duchscherer said that the sign is being moved down to Hosmer Road by the 40mph sign to see if it will be more effective there.
- IT plan – Joyce Peters said that part of their policy stuff is directed towards this. Currently they don't have a lot for it. Joyce spoke to Frank, who does IT for the county to see how they can help. He emailed Joyce about the township website and things that could help. Joyce is going to meet with him on July 29th. OTARMA also sent an email to Denise Villers regarding IT. Joyce Peters sent an email to the OTARMA representative to set up a meeting with them to see what options they suggest. Joyce also mentioned that she would like a database of resident's emails.
- Road dept hours – Lance Portman said that the Road Department employees would like to see about changing their hours to four 10-hour days during the summer. They're interested in doing a two-week trial. Middlefield road department does this during the summer. Joyce Peters said that the employee manual doesn't have anything in it to preclude this. Henry Duchscherer said to let them try it. Lance Portman said that the hours would be from 7:00am – 5:30pm Monday through Thursday. Joyce Peters asked if there was any issue with other employees getting here early. Lance Portman said there wasn't. Joyce said that she didn't think that two weeks would be long enough, they should do it for a month. *See Motions and Resolutions.*
- Geauga Commissioner's meeting – Henry Duchscherer went to a Geauga County Commissioner's Meeting. A group took a proposal to the abatement group so that the township will now get taxes paid from the Industrial Park and possibly back taxes paid.

