

# Parkman Township Trustees

Regular Meeting August 6<sup>th</sup>, 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, Fire Chief – Mike Komandt, Residents – John Augustine, and Lynn Schiffbauer (Community House Coordinator).

## Meeting Motions and Resolutions:

Lance Portman made a motion to approve the July 16<sup>th</sup>, 2024, regular meeting minutes and Joyce Peters seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a motion for an open PO for 100 tons of washed #8 stone at \$24.85/ton, 100 tons of 411 limestone at \$26.85/ton and 40 tons of Rip-Rap at \$80.00/ton. The price of all of this is not to exceed \$10,000.00 from Arm's Trucking. Joyce Peters seconded the motion. All voted yes, motion carried unanimously.

**(Resolution #89-2024 - BC-2)**

Joyce Peters made a motion to adopt the resolution concerning excessive noise in Parkman Township. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously **(Resolution #090-2024)**

Joyce Peters made a motion to distribute the Firefighter Retention Grant - distributed as listed by Mike Komandt. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #091-2024)**

Joyce Peters made a motion to approve \$4,400.00 to be paid to the Parkman Historical Society for work in the lower cemetery to be done by Stonehuggers. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

**(Resolution #092-2024)**

Joyce Peters made a motion to authorize Dale Komandt to bury the ashes of Bessie Hunter as an indigent burial. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #093-2024)**

Lance Portman made a motion to adjourn the meeting at 8:57pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the July 16<sup>th</sup>, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Submitted our expenses from our Memorial Day observances to *Geauga County Veterans Services*. (We are allotted \$100.00 reimbursement – our actual expenses were nearly \$800.00) *Joyce Peters said that we received additional money from the NOPEC grant.*
- 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 10 a.m. on Monday, August 19, 2024.
- Completed online questionnaires from Geauga County Water Resources with information provided by Fire Chief Mike Komandt and Road Supt. Eric Mathews.
- Submitted applications for new hire, Codee Dean, for various benefits (medical – dental – vision – life insurance – AD&D – Short-term disability)
- Logging in and filing records pertaining to the AOS/state required Fraud Training. (Deadline for completion by current employees/officials is 9/28/2024.)
- Registered for OTA Training: *Grant Management and Audit Compliance in Single Audits* for Friday, August 23<sup>rd</sup>, 2024.
- Audit materials to be picked up by week's end.
- Reviewing the latest Workman's Comp information on Matt Welch. *He submitted an additional claim at his other job, and there is a wage difference. Joyce Peters asked how much Parkman ends up paying. Denise Villers said that the Township pays a certain amount each month into Workman's Comp, and the person is paid from there.*

### Zoning

1. Received from planning a legal description and survey maps for land held by Robert & Mary Miller for parcel 25-190629 and Nancy, Vernon and Ada Yoder of parcel 25-058220. A proposed division of land and transfer of land containing 0.2974 acre is going from Miller to the Yoder parcel. The consolidation of land 3.9471 is part of Miller parcel 25-190629 and all of Vernon-Yoder parcel 25-058220 this contains 6.0355 acres.

2. Zoning sent a nonconforming letter to Noah Shrock of 16992 Tavern Road. According to a recent ad that was running in the Good News Weekly, Mr. Shrock is DBA "The Old Country Creamery." Mr. Shrock was asked to come to the office and apply for a Home Occupation Permit.

cord was found coming from the house to the camper. Mark unplugged the cord and left a note on the camper for the person to call the office. In the meantime, Mark came to the office and worked up a red tag notice to have the owner move the camper off the property because campers are not permitted. The property is registered to “Whitford Woods Company” out of Burton. The County Health Department was also notified.

4. At least two requests for Variance will be scheduled, one in September and the other in October. The first one is with John Mast of Nelson Road dealing with a nonconforming lot, and the other is the property held by the Amish Youth Center Committee headed by Robert Miller and located on Hosmer Road. They will be asking for a flag lot split then asking for relief on the remainder I believe of 140 feet of frontage.

5. Kaitlyn Schodorf O.S.P. Engineer & Design Manager is sending information on Custom UtilCom who are proposing to bury conduit for Spectrum and fiber optic inside road right of ways on several township roads. That information is forth coming.

**Zoning Discussion** – John Spelich received an email from Joyce Peters about the space above the bicycle shop. Zoning denied the request to allow them to make it an apartment because the area is zoned as commercial. It has been found out that the person who is living there went ahead and turned it into an apartment without permission. Zoning will be sending letters for the person to vacate the building. The prosecutor has all of the information on the case in the event that the person doesn't comply with Zoning's orders.

## Fire

- Approve the Ohio Ambulance Impacted Industry funding for distribution as submitted for retention and hiring incentives.
- EMS patient care reporting data storage. Please approve \$1000 for the data transfer to a storage device. Approval to Sansio. *Mike Komandt stated that they legally need to store patient data. Mike said that everything that is currently in the software that they utilize will be transferred.*
- Mr. Welch is back to work. Return to work paperwork turned in to fiscal.
- Water softener and calcite service has been completed.
- Quote for Knox items for the two road dept buildings received. *Mike Komandt says that the Knox padlock and the box use one key so that both Parkman and Troy fire departments can access the gate and building in the event of an emergency. The quote for two Knox boxes and the padlock is \$1,151.00. It will come out of the Road Department fund. Mike said that he needs the PO number to order the Knox boxes.*
- HazMat response payment received and turned in to fiscal. Will be purchasing some additional supplies this month. *Mike Komandt said that he will turn it in tonight. He said that the fire department bills for HAZMAT responses.*

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

## Roads

- 48 yards of wood chips were added to the playground at the park. While working in the park the foul ball posts were removed, painted then placed back up. The new trash cans have been placed at the park and the one at the cemetery replaced as well.
- We have been trying to keep up with roadside mowing as we will continue next week with another round.
- We have completed a large amount of ditching on Short Hosmer Road as well as cutting the berm on the full length of the road. We will continue to ditch and remove tree debris and have the road completed this fall.
- We have been trying to fill holes on the roads with stone as we have the time to try and keep up when they open.

**Roads Discussion** – Lance Portman ordered stone. *See Motions and Resolutions.* Joyce Peters asked how the four 10 shifts were going. Lance said that they ended up not doing them because one person didn't want to do it.

## Community House/Overlook Park

### Community House:

- We have three bookings for August and two for September.
- We are getting quotes for the concrete steps by the generator and the work on the front porch.

### Overlook Park:

- We have eight bookings in August and five in September.
- We're having trouble with the Amish not cleaning up after their horses at the horse shelter and need to figure out a policy to fix the situation. *Lynn Schiffbauer spoke with one of the people who writes the newsletter to the Amish. The person will write something in the newsletter about the need to clean up after themselves. Lynn also said that the playset has been defaced.*
- Park expense report – Henry Duchscherer went over the expenses of what the cost of upkeep of the park was. It costs \$14,000.00 a year plus the time the road crew is there picking up trash, etc...

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

## Cemetery

- None

## Old Business

- Policy Meeting Date – Joyce Peters said that a date needs to be set and that it needs to be advertised. The trustees decided on August 27<sup>th</sup>, 2024, for their policy work session. (*advertised in Maple Leaf – August 15<sup>th</sup> edition*)
- Gazebo – Henry Duchscherer has two quotes. One is from Tim Yoder's subcontractor and one is from MK Roofing. Joyce Peters wants to be able to compare products (cedar shakes vs. asphalt).
- Cemetery pillar repairs/grant/donations – Joyce Peters said that they applied for a grant of \$2,500.00 to help with the repairs. They should hear if they've been awarded the money in 4-6 weeks. They have quotes on the repairs, but the cost is contingent on what damage is found on the inside of the pillars. Joyce Peters feels that the pillars should look the same, so the cost will be around \$17,000.00 pending what is found. Henry Duchscherer asked where the money is coming from. Joyce said that it would mostly come from the General fund, another fund and hopefully, \$2,500.00 of it would be grant money. It was originally built in 1920 with repairs in 1986.
- IT plan: Webinar, ADP meeting, Budget, Cyber Ohio grant opportunity – Joyce Peters will be attending a webinar on how to set up a website and make it say what they want it to. Joyce met with Frank Antenucci (Gauga County ADP) about how to set up the township website and the website that the county makes for the township. Mr. Antenucci can help us to get a guest network and help us with digitizing our records and records retention. He can also help us create a database of emails. Unfortunately, it's not cheap, but they can work with us. We can make payments or possibly get a grant. It would cost about \$10,000.00 for this project. Mr. Antenucci would like to come to our next meeting and do a presentation.
- North Garage electrical audit/quote – Lance Portman met with another electrician today, but didn't get any numbers yet. The quote from Villers Advanced Electric LLC for repairs (replacements / upgrades) is \$22,000.00. The largest cost would be the generator. All of the electrical panels have to be replaced. Mike Komandt asked if they considered putting a fire alarm in.
- School Bell – Joyce Peters finally got some history from Dale Komandt so that she can put something on the plaque. She was hoping to have something done by Labor Day, but it most likely won't be ready by then.
- Noise Ordinance – The trustees have a sample noise ordinance from Newbury Township. They replaced everything that said Newbury with Parkman and removed all the names that aren't Parkman's and replaced them with the appropriate ones. Mike Komandt asked if anyone spoke with the Newbury trustees to see if it alleviated their problem. Joyce Peters said that they did, and it has not. Joyce said that this addresses engine brakes and excessive noises. The state needed a resolution to move the sign. *See Motions and Resolutions*
- Firefighter Retention Grant – Mike Komandt applied for this grant. Earlier he had been awarded a grant for something similar. This grant is through ARPA. The grant is for hiring and retention and only certain employees are eligible. He was awarded 48% of what he requested. *See Motions and Resolutions.*

- Records retention policy – The records retention policy is supposed to be displayed so people can see it. Joyce Peters has been going through Roger Anderson's thumb drives. She has learned that some records can be destroyed/let go after three years.
- Risk management – We have complied with the playground mulch requirement. Joyce Peters spoke with Eric Mathews about the pre-trip inspections and signs. Joyce asked about the proof of insurance on personal vehicles. She also went through the other things on the list that still need to be done.

**Old Business Discussion** – Any discussion was held during each section.

### **New Business**

- OTA webinars: Joyce – Websites, Levy prep; Henry-Cell towers, EV charging; Denise-Grant management and Audits, Public Records Requests; Lance-whatever would fit him – The trustees are all signed up for webinars for certain topics (the ones listed above). Denise Villers has her own topic.
- 2024 OTARMA MORE grant – Joyce Peters asked if we had applied for this. Mike Komandt said that he needs receipts for the fireproof storage cabinets. Mike will do it. He has the receipt from the credit card payment.
- Cemetery plot – Dale Komandt received a letter from someone who wants to sell back their cemetery plot. Joyce Peters isn't sure how to go about this and she asked Denise Villers what the process is. They will look into it.
- Stonehuggers – See Motions and Resolutions.
- Cremated remains left at the cemetery – It was found that the cremains that were left at the cemetery belonged to Bessie Hunter. The family won't accept the ashes back, so the township is required to absorb the cost of the burial. See Motions and Resolutions.
- Henry would like to plant a buckeye tree at Overlook Park near the main pavilion. (Possibly take down a couple over-grown pine trees)

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

### **Public Comment**

Lynn Schiffbauer has 'staged' the second floor/ballroom with the new round tables. ("Show-&-Tell" after the meeting for anyone interested). Pictures will be posted on our Facebook page.

John Augustine asked if a friend could take some clippings from township trees – this was denied.

**Motion to adjourn:** Lance Portman at 8:57p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on August 20<sup>th</sup>, 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 