

Parkman Township Trustees

Regular Meeting September 3rd, 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, Fire Chief – Mike Komandt, Residents – John Augustine, Roger Anderson, Roger Roach, Ann Wishart of the Geauga Maple Leaf, Russell Spencer from Parkman Fire Department, and Tracy Rahimi and Frank Antenucci from Geauga County ADP.

Guest Speaker Frank Antenucci from the Geauga County ADP (Automatic Data Processing) department came to the meeting to explain what his department does for the county and townships. Parkman Township is considering working with the county to build its website and applying for a grant to help pay for upgraded IT equipment. Mr. Antenucci said that because many townships have the opportunity to work with ADP at cost, they can't make a profit. Because of that, they have more buying power when it comes to equipment. If Parkman Township goes for the Cybersecurity Grant, and is awarded it, they can purchase/update many of their IT items. The deadline for the grant is September 16th, 2024. Joyce Peters asked many questions on whether certain things would be covered by the grant if awarded. Mr. Antenucci answered those questions. Joyce Peters said that she was for going for the grant after all of her questions were answered. Henry Duchscherer said that he was OK going for the grant. Joyce Peters also said that the IT policies are currently being updated and asked about how some things can be blocked. Mr. Antenucci said that they have ways of blocking unwanted content.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the August 20th, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to contribute \$100.00 worth of food items to be donated for the Bainbridge GCTA meeting. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion for a blanket purchase order for the fire department in the amount of \$4,095.00 (the amount received in a grant for EMS supplies or equipment). Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.
(Resolution #096-2024)

Joyce Peters made a motion to distribute **ARPA funds** to accept the proposal from MK Roof & Construction to replace the Parkman gazebo roof and shingles - not to exceed \$20,000.00. Lance Portman seconded the motion. All voted yes, motion carried unanimously. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (*Resolution #097-2024*)

Joyce Peters made a motion for a supplemental appropriation in the amount of \$20,000.00 to fund 2031-330-420 (Roads - operating expenses) to cover stone and operating expenses. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (*Resolution #098-2024*)

Joyce Peters moved for a supplemental appropriation of \$38,000.00 to fund 2031-330-599 (Roads - other expenses) to cover electrical and security costs at the North Garage. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (*Resolution #099-2024*)

Lance Portman made a motion to adjourn the meeting at 9:22pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the August 20th, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Logging in and filing records pertaining to the AOS/state required Fraud Training. (Deadline for completion by current employees/officials is 9/28/2024.) *Only a few more to go...*
- “Attended” the OTA Training: *Grant Management and Audit compliance in Single Audits* on Friday, August 23rd, 2024.
- We need to re-submit our Street Light Special Assessment with the County Auditor’s office BY September 9th.
- ODOT is asking that their parcel at the corner of Rts. 422 & 528 be exempt from property taxes (currently being assessed for Street Lights.)
- Reminder received from ARPA that our remaining funds need to be obligated by December 31, 2024.
- Our audit deadline has been extended due to the passing of a majority partner with our IPA (Charles E. Harris & Associates) & waiting for company sale. (*Our records have been picked up by CEH and files shared as requested.*)
- The GCTA is having a dinner in Bainbridge on October 9th. Let Denise Villers know who can attend. They also have a food pantry, so donations for it are asked to be brought. *Henry Duchscherer suggested spending \$100.00 to buy food from the list. See Motions & Resolutions.*
- Denise Villers will be taking a virtual public records training.
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Zoning

1. Mark has been keeping an eye on the car count at the US-Euro car lot on Main Market Road. The latest count shows 27 cars on the front row lot, 2 rows and on the west side of the lot show only a few. Mark indicated that there were 15 cars in the back lot inside the fence, and most of those were for parts. The owners continue to send in junked car receipts from Honest Scales of Middlefield. *Joyce Peters asked what the limit of cars was, as she thought it was 25. Henry Duchscherer said that they're not doing what they're supposed to do. Their conditional use hearing is coming up.*
2. Mark was sent out to investigate what was said to be a sawmill on wheels at a Soltis Road property. Mark indicated in his report that the property was being cleared to build a house in the near future. Zoning will keep an eye on the situation.
3. Travis McAllister came to the office to complete an application for an addition to his house at 17000 Hosmer Road. The addition will be just over 400 square feet and will be set up as an in-law suite for his mother who was involved in an accident. All plans and paperwork were in order and a permit was issued.
4. Richard & Tanya Berry of 12993 Prentiss Road, Garrettsville completed a REQUEST FOR USE VARIANCE at their Rutland Road property (DBA Rutland Farms LLC). In the variance application Mr. Berry claims to have already built several 12' x 12' out-buildings to rent out for day and night stays, walking trails. Mr. Berry indicated there will be no firearms, no 3 or 4 wheelers and the proposed use is Agritourism (farm stays). I spoke to Sheila from the Prosecutors office, and she said that Agritourism is the law and Mr. Berry can do whatever he wants, and a variance is not needed, and his \$350.00 fee should be refunded ASAP. However, he has to abide by the Agritourism rules, and I would say zoning will have to do inspections now and then.
5. Harry Bontrager and his wife are coming to the Zoning office Wednesday to complete a Request for Variance and ask for relief on their non-conforming lot located at 18184 Madison Road. Their house was found to have black mold throughout it, so they have to tear it down and rebuild it. The parcel is zoned commercial, and they cannot get a loan until they get a variance. This is an urgent situation. *It was recommended that we waive the variance fee for this situation.*

Zoning Discussion – Any discussion was held during each section.

Fire

- Knox boxes have been received for the road department properties. The padlock has been placed on the gate chain at the north building.
- The Ohio EMS grant has been awarded in the amount of \$4,095.00 for the purchase of EMS supplies or EMS equipment maintenance and testing. See *Motions and Resolutions*.

- All proof of auto insurance has been turned into fiscal. *(Required for any employee/official using their personal auto for township business) Joyce Peters clarified that this is for liability, not for reimbursement.*
- All SCBA cylinders have received hydrostatic testing.
- All SCBA will receive annual flow testing tomorrow.
- SCBA compressor will receive annual service and air testing tomorrow
- All apparatus has received annual preventative maintenance
- Began the onboarding process with ESO this week.
- Discussion on long term contract with Aladtec scheduling. *The different plans were discussed. Mike Komandt said that the price will go up 6% every year unless they go with one of the plans. There is a 3-, 5- and 7-year plan. After some discussion, the trustees decided on a 7-year plan. Mike Komandt said that he needs to have the company email him a contract first.*

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

Roads

- We have been filling holes and trying to keep road aprons in good shape. Some wash outs have been repaired as well.
- We moved our culvert pipes and a few other items to the North Garage (old ODOT facility) to try and clean up the yard in town. I hope to be able to move some equipment in the building if the electrical is complete before winter.
- We completed another round of roadside mowing. September's will involve some back-cutting of the right-of-way which is the back-side of the ditch. The mower will be put on this week.
- Last year we were caught a little off-guard with an early snow and ice event. With that, I currently have a goal for the second week of October or sooner. I would like to have the last couple of projects complete and begin our servicing and repairing of vehicles and getting our plows ready for the season.

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 2 bookings for September and 1 for October.
- Kinectico will be servicing the methane system on September 11th.

Overlook Park:

- We have 6 bookings for September and 1 for October.
- Eric dragged the ball diamonds with our new drag and painted the foul ball poles.

- We have to decide when we want to pull the Port-a-Potties for the season. Joyce Peters said that she doesn't see a reason to go into November. Henry Duchscherer will call them.

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

Cemetery

- There are burials this Tuesday and Saturday.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- School bell, park benches – The installation of the school bell was completed a couple of months ago. Joyce Peters has been planning a dedication plaque/ceremony. Recently, there were vandals who have destroyed the structure. It looks like someone tried to pull the whole thing out. The bolt that holds it is partially out and the rods are probably compromised. The paint is scratched and the whole structure can be moved. The bell itself has been stained with something. Thankfully, Lance Portman was able to straighten the bell. Joyce Peters met with a Sheriff's Deputy and made a report and called the insurance company. There have also been vape cartridges and chargers left in the outlets and garbage, among other things everywhere. It looks like people just live there with them leaving their stuff all over. Joyce Peters wants to move the benches out from the back, with one of those benches being moved over to Veteran's Memorial Park. Discussion was held on other ways to deter this behavior such as more lighting and cameras.
- Gazebo roof: ARPA resolution – This needs to be resolved and done by December 31st, 2024 to get the rest of the money appropriated. They need to vote on it. Lance Portman asked if they want to go with the new style "Da Vinci slate" It has a 50-yr. warranty on the material and a 10-yr. warranty on the labor. *See Motions and Resolutions.*
- ARPA funds available – Joyce Peters was looking at a spreadsheet and there's a balance of \$24,564.00. After appropriating \$20,000.00 for the gazebo roof repair, there's a little over \$4,500.00 left to appropriate before December. Should it go to the north garage?
- North Garage electric – Lance Portman said that the other electrician hasn't called him back yet. Joyce Peters asked if the generator is operable. Lance Portman said that he doesn't know, but that Villers Advanced Electric wants to replace it. After some discussion, Joyce Peters said that we need to get answers to our questions in the next two weeks. Joyce Peters that she would take the remainder of the ARPA money and get the electrical taken care of. The two electrical panels need to be replaced, and that will cost \$19,000.00, which is a mandatory expense, the wiring will cost \$1,400.00. Joyce Peters and Henry Duchscherer agree to upgrade the whole building. Joyce said to Lance to see if

he can get a bid from another electrical contractor and they will try to make a decision at the next meeting. The quote for fire and security will cost \$15,000.00, with half due up front. The fire alarm alone will cost \$11,300.00.

- Technology project – See previous; See Guest Speaker.
- Mitigation – We have until the end of September to decide if we're going to mitigate the inside millage. Joyce Peters would like better numbers before making a decision. Denise Villers said that they could go online and see what the increase is for certain properties. Other townships were higher.
- Streetlight assessment project – Joyce and Denise will get this submitted to the County Auditor by the deadline of September 9th.
- Policy manual – Joyce Peters put in all the things that they decided on during the special meeting last week and added questions and emailed the attorney. She also gave him a list of edits for IT.
- Risk management – Joyce Peters needs to submit it with our responses. Lance Portman said they're going to paint the fuel tanks tomorrow. Joyce Peters said that she will have to call OTARMA about getting a video for sexual harassment training.

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

New Business

- Adobe Acrobat – Joyce Peters thinks we need to get a township license to be able to access it.
- Cable TV Consumer hotline – The trustees have copies of a phone number for a division of the Ohio Dept. of Commerce to call if a cable wire is down. Joyce Peters will put the number on the township Facebook page.
- Reserve Fund – The budget commission recommended that we have a reserve fund now that we've built up our funds. They recommend 5-7% be put in reserve. Examples would be for a fire truck or a township road truck.
- Dale Komandt – Dale expressed that he would like to retire, but after retiring, he would still like to volunteer his time. Joyce Peters checked with the Prosecutor's Office, and they said that once he turns in his letter of resignation, he can volunteer; but, we need to hire someone else to be the cemetery sexton. Dale's official day of retirement will be November 1st.
- Appropriation increases (Supplemental Appropriations) – Joyce Peters went over the spreadsheets and how much is needed to be moved into what fund. They're going to have to do Road Department transfers. Lance Portman said that he is trying to get all the stone bought now. *See Motions and Resolutions.*

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

Public Comment

- Resident Roger Roach asked what, if anything, was going to be done about the hill on Hosmer Road. He said that when they grade the road and bring more stones it doesn't do anything but beat the vehicles up. He said that the ditches haven't been dug out in years and the water goes everywhere. Lance Portman said that the ditch in question is on private property. Mr. Roach said that he paid to have his own ditch dug out/cleaned. Lance said that he will have to contact/consult the county engineers. Joyce Peters said that there was a one-year delay (from the previous schedule) in getting the dirt roads chipped and sealed. The long section of Hosmer Road is scheduled to be chipped/sealed in 2026, so they should be ditching it next summer.

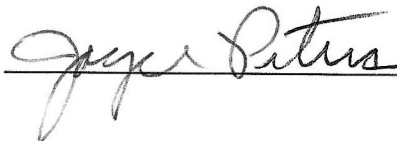
Motion to adjourn: Lance Portman at 9:22p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on September 17th, 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



Parkman Township Resolution

97-2024

Authorizing Expenditure from American Rescue Plan Act Funds

Be it resolved by the Township Trustees of Parkman Township

WHEREAS, this date, September 3, 2024, Trustee Joyce Peters moved for the adoption of the following Resolution:

WHEREAS, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recover Fund which, among other things, appropriated money to cities, non-entitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603 (c) generally provides that:

(1) **USE OF FUNDS.** Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, non-entitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, non-entitlement unit of local government, or county, by December 31, 2024 –

(A) To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) For the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or

(D) To make necessary investments in water, sewer, or broadband infrastructure.

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services”. (The “standard allowance”).

WHEREAS, the Rule further observes that:

The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus Stat and Local Fiscal Recovery Fund's smallest recipients. This change is intended to promote administrative efficiency and simply revenue loss calculation for smaller recipients.

WHEREAS, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the (Final Rule four-step process). Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise.

WHEREAS, some common examples of "government services" expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure

WHEREAS, "Government services in (deemed by Treasury) the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements", and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- Deposit into pension funds
- Satisfaction of settlements or judgments
- Contributions to financial reserves or "rainy day" funds

WHEREAS, the Board of Trustees has identified a project which, in the judgment of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services, which consists of the following:

replace the Parkman gazebo roof and shingles.

Accepting the estimate from MK Roofing & Construction.

(the "Project").

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elected to use the standard allowance by way of Resolution 97-2024 and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services.
 2. The project is hereby authorized and shall be paid for from the ARPA Funds in the amount of / an amount not to exceed: \$20,000.00
 3. The Project described herein serves the objective of the Act by providing services traditionally provided by a government, namely:
 - Police protection
 - Fire and emergency medical services
 - Road repair, maintenance and other transportation and safety services
 - Public infrastructure support
 - General government administration and administrative facilities
 - Land use regulations and enforcement
 - Park and recreational facilities and programs
 - Other
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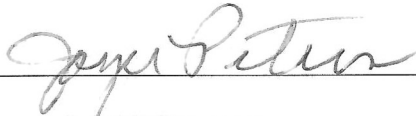
4. Accordingly, the Project is in the best interests of the Township and is deemed a priority for the community.

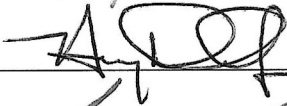
5. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.

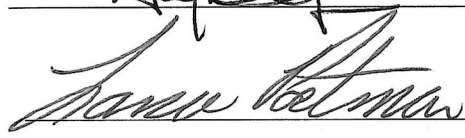
Trustee Lance Portman seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 3rd day of September, 2024






_____ Township Trustees

Attest: 

Township Fiscal Officer