

Parkman Township Trustees

Regular Meeting September 17th, 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, Assistant Zoning Inspector – Mark Strumbly, Residents – John Augustine, Roger Anderson, Lynn Schiffbauer (Community House Coordinator), Caitrin Wheeler, and Ann Wishart of the Geauga Maple Leaf.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the September 3rd, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to accept/approve the 2025 Budget that was certified by the budget commission. Lance Portman seconded the motion. All voted yes, motion carried unanimously. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (Resolution #100-2024)

Joyce Peters made a motion to go into Executive Session at 8:12pm. Henry Duchscherer seconded the motion. It is necessary to adjourn to Executive Session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. They came back into regular session at 8:16pm. (Resolution #101-2024)

Joyce Peters made a motion to hire Anthony Ludlow as a firefighter/EMT to Parkman Fire Department. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #102-2024)

Lance Portman made a motion to adjourn the meeting at 8:35pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the September 3rd, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Logging in & 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 Sedgwick/BWC webinar this morning “*How much is this going to cost me and what can I control?*”
- Registered for the AOS *Certified Public Records Training* webinar this week (Thursday, September 19th).
- We need to re-submit our Street Light Special Assignment with the County Auditor’s office BY September 9th. – *Done*.
- ODOT is asking that their parcel at the corner of Rts. 422 & 528 be exempt from property taxes (currently being assessed for Street Lights) – *Done*.
- Reminder received from ARPA that our remaining funds need to be obligated by December 31st, 2024.
- The OTA winter conference is January 29th – February 1st. Registration starts November 1st. Let Denise Villers know if you would like to attend.
- Denise Villers looked at the price to get Adobe Acrobat on the township computers. It will cost \$22.99/month per computer. *After some discussion, it was decided that only three computers would have it installed at this time (Joyce-Trustee, Jan-Zoning, & Denise-F.O.).*

Zoning

1. A few weeks ago, Giles Webinger of 16128 stopped by the Zoning office and completed an application for a fence for their backyard. Mr. Webinger completed a site application. All paperwork was in order and a permit was issued.
2. Mr. Bontrager of Farmington Road stopped by the Zoning office and wanted to know if a second house could be built on his property for his daughter to live. That is not permitted unless a land split is done.
3. The BZA has two requests for variances coming in the next two months. October’s has to do with a flag lot and non-conforming frontage on Hosmer Road. The other in November is for Joe Motz of 16460 Vernon Road. Mr. Motz is planning a storage building and he needs a side-lot setback variance.

4. Just this month Mr. John Mast of 19065 Nelson-Parkman Road said he could not attend his variance hearing meeting. In Mr. Mast's case he had to attend because he was the applicant; however, he could've submitted a letter to the BZA requesting that Mr. Miller attend in his absence.
5. Zoning received two written complaints. One was a junked-up camper and a trailer in the front yard at 17940 Owen Road on the Livingston property. The other was someone living in an Agriculture building at Bundysburg Road & Nash Road. On Old State Road & Bundysburg Road, Zoning found a steel shipping container with a window on one side. Mark is looking into all three complaints. Non-conforming letters have been sent to the addresses.
6. Ricky Sweet of 18009 Madison Road called Zoning and said that he is going to have his old barn torn down and then will use the foundation to build a new accessory building in its place. Mr. Sweet indicated that he will get some prices for the removal of the barn and a price on the new building.
7. The 5,000 square foot building at Bundysburg Road may have a buyer and the use will be the storage of a 40 ft. motorhome, a tractor and some smaller implements. The property has been surveyed, and title work has been completed.
8. Zoning information request on property at Stagecoach Dr. The 1.3-acre parcel and multiple people are interested.
9. An application was sent out to Harry Bontrager of 18184 Madison Road. The house that they are living in now has black mold and has to be torn down. They are waiting to hear from the bank, then they can move forward with a new build.

Zoning Discussion – Joyce Peters asked if there were any updates on the apartment that was made above the bicycle shop. Mark Strumbly said that John Spelich was working on that, and that he didn't have any details.

Fire

- One warranty SCBA repair has been completed and the unit returned to us.
- Ordered supplies via Amazon
- Ordered parts for tanker fill adaptors that were no longer in good working condition.
- Began ordering EMS items for grant reimbursement.
- Started the BWC grant one-year case studies for the 2023 grant awards.
- Activity and close out reports completed for the Ambulance industry grant program completed in OBM. *Retention and hiring bonuses.*

- Scheduled alignment for 4221 in Girard. *“It was going down the road crooked” per Mike Komandt.*
- Radio authentication to be programmed this Friday.
- Continuing the onboarding and programming for the new reporting software.
- Dropped off two Knox boxes. *Mike Komandt said that he needs two additional master keys for each box.*

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

Roads

- We worked with Middlefield Twp. to fill in horse ruts down the lanes of Shedd Rd. We were able to complete a total of 3,500 feet between both sides.
- The fuel tanks were painted, and a few new stickers added as requested for OTARMA. Our fuel and gas cans have been replaced with safety cans and all aerosol cans placed in the cabinet as well.

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

Community House:

- We have 2 bookings for September and 2 for October.
- The furnaces, hot water heaters and air conditioners will be serviced at the end of the month.
- Our open-air methane system was serviced by Kinetico this week. We got final approval from the EPA for our PWS (Public Water System) this week

Overlook Park:

- We have 2 bookings for September and 2 for October.
- We've been having problems with Amish kids drinking and littering at night. I have talked with Sheriff Hildenbrand, and he is stepping up patrols at night at the park.
- We are also having problems with the Amish not cleaning up after their horses at the horse shed. *Henry Duchscherer spoke with a couple people in the Amish community about this, and it hasn't corrected the problem. Discussion was held on ways to remedy this.*

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

Cemetery

- We had 2 burials last week.
- The footers will all be laid out by the end of this week and I hope to dig and pour them soon

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Gazebo: Bell/Roof/security – Joyce Peters met with Tim Yoder to go over his inspection of the school bell structure. He has a number of things to, hopefully, remedy the situation. Joyce Peters went over what the likely fixes were. She also spoke with the insurance company who told her that we have a \$1,000.00 deductible to pay for insurance to help pay for the repairs. **Roof:** Joyce Peters said that there is a weathervane that used to be on top of the gazebo that will go back on after the roof is done. Joyce also found a checklist to be sure that we have a quality roofer. She also has what their insurance covers. Henry Duchscherer received a quote from RadioActive to get the internet extended out to the gazebo (it can be extended from the Road Garage). It will cost \$3,511.60 for security cameras. Once we have internet access extended to the gazebo, they can put cameras up to make the gazebo area more secure from vandals. All three trustees agree to have this done. Henry Duchscherer will contact RadioActive to have this done. The trustees are also in agreement to go forward with MK Roofing to do the gazebo roof. A 30% deposit was paid, and they're hopeful that it will be done by the end of October. Joyce Peters also has the plaque for the school bell if anyone wants to read it. She is planning on a dedication ceremony in the spring.
- North Garage: electric/security – Lance Portman has another contractor coming to bid the electrical work needed tomorrow. Mike Komandt reminded Joyce Peters that the trustees decided to just go with fire protection.
- OTARMA Risk Management report – Joyce Peters added a few other finished items to the list. The only thing that still needs done is the sexual harassment training.
- Policy manual update – Joyce Peters finally got the questions in an email and sent them to the attorney. She is now just waiting for a response.
- Dept. of Commerce Cemetery Grant – We were awarded the grant (\$2500.00). Joyce asked if we have an "Ohio Pays" account. Mike Komandt told her that we do.

- Reserve Funds – Joyce Peters asked Denise Villers if she had the time to ask what and how to do it. Denise said that she will look into it.
- Mitigation – Joyce Peters sent an email to the Auditor's office requesting to know how many townships will be mitigating the inside millage. The trustees feel that they could really use the money for road repairs if it's not going to affect the residents too much. Joyce Peters will wait for answers from the Auditor's office.
- AED-CH; Dan Ellenberger; AED-Garages? – Joyce Peters spoke to Dan Ellenberger. He wasn't where he could access his information at the time. He will get back to her.
- Garage windows/NOPEC reimbursement – They were put in. Joyce Peters has a copy of the receipt. Lance Portman said that they look really nice.
- Budget Resolution – Joyce Peters has the resolution to accept the County Auditor's estimated tax rates for 2025. She passed it to the other trustees for review. *See Motions and Resolutions.*
- Meeting with County ADP – Joyce Peters met with Frank Antenucci, the county ADP. They worked on the grant application discussed at the last meeting and submitted it. Now it's just a waiting game to find out if Parkman Township is awarded the \$20,000.00 to help upgrade their IT equipment.
- Chimney quote – Joyce Peters said that one quote was \$2,710.00. She was told that the chimney at the Community House needs to be taken down because it is crumbling. Then they will need to get bids to cover the hole left.

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

New Business

- Engineer's Office 2025 Road Project Request – Lance Portman has seen it and has been in talks with Shane. He said that we're not doing anything with the county next year.
- EPA Methane remediation system approval – *See Community House section.*
- Ballfield upkeep – Joyce Peters said that she read an article in the Maple Leaf about how Munson Township does their ballfield upkeep. She said that she read that they do stuff in the off-season to help with upkeep. Discussion was held. Joyce Peters asked when the Amish leagues were finished. Lynn Schiffbauer

said that there's one more game in October. It was decided to have the field drug maybe one more time in the late fall.

- Recycling – Joyce Peters said that it has been found that people have been throwing regular household trash in the recycling bins at an increased level. They found out who was doing it, and called the Sheriff's Office. The people who did it were given a citation for littering. Since that incident, there have been two more this week. Those people also received citations; one of which was a repeat offender and will get an additional citation. Lynn Schiffbauer said that this is happening at the park where people are throwing their household trash in the dumpsters. This is littering and it is **ILLEGAL!!** The Township is cracking down on this. There are cameras in the parking lot. You will be caught, and the Sheriff's Office will be notified.
- Electrical boxes on the side of Community House – Henry Duchscherer asked if they should be locked. It was said that they don't need to be, they are just for the generators. They don't turn off power to the building. Mike Komandt said that if they are going to close them and lock them, then they will need three keys for the locks. The keys can be put in the existing Knox boxes.
- Executive Session – *See Motions and Resolutions.*

New Business Discussion – Lynn Schiffbauer asked if the trustees were OK with giving the Burton Scouts a discounted rate for using the Community House for their fundraiser. The trustees agreed that this was OK. Lynn asked if they were OK with giving the Polar Bear Club a reduced rate for using the Park for their meeting. They were previously banned because in the past they left a mess of beer cans and had a bonfire at the park. Joyce Peters asked if any of them lived in Parkman. Only a couple of them do. After some discussion, Henry Duchscherer and Joyce Peters said no to a reduced rate.

Public Comment

- Resident Caitrin Wheeler said that she's tried to call the trustees multiple times and got the message that the voicemail was full. Then she attempted to email the trustees at the township email and still received no response. She started trying to contact the trustees in August and again in September to make sure that she wasn't violating any laws because she had propane that couldn't be delivered to her house on Stagecoach Drive because utility lines were hit and taken down. The fire department ultimately came out to help with the issue of finding out who owned what poles and what lines. She said that many of the utility lines around the Stagecoach and Forgehill Drive neighborhood have the same deteriorating

utility lines/poles. Denise Villers gave her the proper township number to call. Joyce Peters said that they will get in touch with Cory Anderson to make sure all of the numbers on the Township website are updated as well as the email. Joyce also told her that she could also email the trustees directly and thanked her for coming to the meeting and speaking on the matter. Unfortunately, there's not a lot that the trustees can do about the utility lines/poles other than call the companies to find out if they own them.

Motion to adjourn: Lance Portman at 8:35 p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on October 1st, 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

A handwritten signature in cursive script, appearing to read "Joyce Peters", is written over a horizontal line.