

Parkman Township Trustees

Regular Meeting October 1st, 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, and Lynn Schiffbauer (Community House Coordinator).

Meeting Motions and Resolutions:

Lance Portman made a **motion** to approve the September 17th, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to make a supplemental appropriation of \$15,000.00 (to cover legal fees) into the General Fund. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. Roll Call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. (Resolution #103-2024)

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

Joyce Peters made a motion to accept the Cemetery Grant from the Ohio Department of Commerce in the amount of \$2,500.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #104-2024)

Lance Portman made a **motion** to accept the letter of resignation from Dale Komandt from the position of Cemetery Sexton effective on November 1st, 2024. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. (*with regrets*)

Lance Portman made a motion for an open PO for 500 tons of #57 slag not to exceed \$13,000.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #105-2024)

Lance Portman made a **motion** to adjourn the meeting at 8:27pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the September 17th, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Logging in a filing records pertaining to the AOS/state required Fraud Training. (Deadline for completion by current employees/officials was 9/28/2024.) *Only need a few signed “Acknowledgment” forms turned in.*
- Attended the AOS Certified Public Records Training webinar on Thursday, September 19th.
- Registered for the AOS Certified Public Records Training webinar this week (Thursday, September 19th).
- Subscription to Adobe Acrobat completed for Joyce Peters (Trustee – chairperson), Jan Helt (Zoning), and Denise Villers (F.O.) *The bundling worked out. Denise Villers said that Joyce Peters and Jan Helt should’ve received an invitation to join.*
- Communication continues with our IPA for our audit.
- The 2024 Township Education Subscription will expire on December 31, 2024. To maintain our access to unlimited 2025 webinars and the entire webinar archive for all active and affiliate members, we need to renew our subscription by January 1, 2025. *Denise Villers said that it’s under \$300.00. She said that they are adding recordings from the conference workshops. Joyce Peters and Lance Portman think that it would be valuable to keep the subscription.*
- Need a resolution for a supplemental appropriation to cover legal fees (BTE & ALL) and policy manual update – Recommend \$12-15,000.00. *Denise Villers said that the bills are coming in and she can’t move enough money. Denise would put the money in the general fund. Joyce Peters asked if it’s the only one and look to see if money is needed in other funds before the end of the year. Denise Villers will go through all the funds, and it will be addressed at the next meeting. See Motions and Resolutions.*

Zoning

1. Mark Strumbly met with the owner of a utility building about the proper requirements and the permitted usage of it. They are aware that portable units are used for the septic. Proof is required by Geauga County for approval.
2. A call was made to Zoning about the violation of the steel container on Old State Road. The resident has no intention of removing it.
3. Received a call from a resident on Old State Road asking about the proper size of accessory buildings. What the resident is proposing is much larger than what the resolution provides. Suggestions were given to the resident. *Mark Strumbly said that he wants a survey before anything is done.*

Zoning Discussion – Any discussion was held during each section.

Fire

- Completed alignment for 4221 in Girard. Truck IS in alignment, suggested replacing tie rod ends, front springs, and adjust the drag link. Will need to schedule with them available dates. *Joyce Peters asked if it was a major job expense wise. Mike Komandt said that it was about \$200 plus dollars.*
- Continuing the onboarding and programming for the new reporting software.
- Picked up softener salt for station
- Rescind motion to hire Mr. Ludlow from last meeting. *Joyce Peters asked why, and Mike Komandt said that another department offered to pay for his paramedic class. See Motions and Resolutions.*
- Additional Dry hydrant fittings were ordered for stock
- A second dry hydrant will be installed on Rutland Rd – pipe and pipe fitting were ordered this week. This will be two new dry hydrants accessible year-round installed in the past month.
- Cancer screening is scheduled for seven personnel in the beginning of November.

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

Roads

- The boom mower has been put on the tractor to begin the right of way back mowing.
- Trees have been cut from around the community house. I will be making a call for the stumps to be ground.
- We were in on Saturday to assist with the clean-up by NOAH. *Lance Portman said about 50-70 garbage bags were picked up. They also found a bunch of carpet on Hobart Road.*
- While we had some wet weather, we were able to get some stone put on Hosmer Road and drag it to help with a couple areas of holes. *The stone has “mushed in” from the rain that we’ve had.*

Roads Discussion – Lance Portman has a quote for a tree that needs to come down on Nash Road. It’s the same company that took down the other tree. They will clean up everything. The quote is \$1,600.00.

Community House/Overlook Park

- We have 2 bookings for October and 3 for November.
- Board of Zoning Appeals is meeting October 8th.
- Furnaces at the Community House, Road Garage and North Garage are going to be serviced next week.
- The bell was repaired at the Gazebo.
- Three trees were removed from around the Community House.
- The generators were serviced.

Overlook Park:

- We have 2 bookings for October.
- The port-a-potties will be removed November 1st.
- I inquired about a bar-type dumpster like the one at the Community House and they said they would have to have one made at the cost of \$150. *Lynn Schiffbauer said that if the chain is draped right, the lids on the dumpster can't be opened.*

Community House/Parks Discussions – Joyce Peters asked how the situation is in the horse sheds. Lance Portman said that the manure is in a pile at the end, not in the container next to it. Lynn Schiffbauer said that people also made a fire in the grill because the fireplace is still out of commission. Lance Portman said that the flue liner is cracked.

Cemetery

- As soon as the weather cooperates again, we will be doing the headstone footers at the cemetery. *They are going to call for a cement truck to pour more footers.*

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Gazebo: Bell repairs/Roofing project/security cameras (ARPA Resolution) – Joyce Peters said that the bell is fixed. She may do the dedication ceremony after the Memorial Day parade. They need to do an ARPA resolution for the security cameras to be set up at the gazebo. The money needs to be encumbered. They can also use the ARPA money towards the cemetery pillars. After some discussion, the decision was tabled until the next meeting.
- Policy manual update – The attorney sent back the rewritten policies with some questions. Joyce Peters tried to answer most of them. One of them was on personal cell phone replacement; How do they want that to be written? Do they want to replace personal cell phones? For example, if a firefighter goes into water during the course of their job to save someone and their phone is in their pocket, do we replace it? Should we cover the road crews? Another question that came up was about firefighters sleeping on the job. It was suggested for the

wording to say firefighters/EMS, but Mike Komandt said, “No, just keep it firefighters.”

- AED: Ellenberger/House Bill 47 – Joyce Peters hasn’t heard back from Dan Ellenberger yet. House Bill 47 is requiring that municipalities with certain populations and above are required to have AEDs in centrally located areas of the community. Parkman Township doesn’t fall into this requirement yet because we are under the population requirement.
- OTARMA Risk Management – Joyce Peters sent in all the responses of everything that has been completed except the sexual harassment training. She was unable to get the training video as yet.
- North Garage electric quotes – Lance Portman gave Joyce Peters a second quote. J.C.’s gave a quote of \$20,230.00 and Villers Advanced Electric gave a quote of \$21,780.00. Joyce Peters went through the list and compared what each company offered and covered for the price. Lance Portman will compare the two quotes more closely.
- CH chimney contract – Lance Portman received the contract to demo the chimney. It will cost \$2,710.00. They now need to get a quote to patch the hole that will be left in the roof. Joyce Peters asked if they want to sign the contract; they did.
- Reserve Funds – Denise Villers hasn’t had a chance to talk to anyone about this. Joyce Peters had pages of information sent to her. Joyce Peters and Denise Villers will have to get together and go through them. Joyce said that Chester Township was able to make five funds. Obviously, Parkman Township doesn’t have that kind of flexibility with their funds. Joyce Peters said that they will only be able to do the road or fire funds for machinery. They can only do funds for up to 5%.
- Mitigation – Joyce Peters sent an email to the Auditor’s office asking what we would have to do if they only mitigated half of the cost. She received an email today referencing the initial letter. They have a deadline of November 15th. She hasn’t gotten any answers to her questions yet.
- Cemetery grant acceptance/ARPA balance encumbrance confirmations of acceptance/Gen fund encumbrance – Joyce Peters will send in the letter of acceptance. A resolution needs to be passed to encumber funds and to accept the Cemetery Grant. It has to be finished by December 2025 and the funds need to be obligated by June 30th, 2025. *See Motions and Resolutions.*

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

New Business

- Dale Komandt’s resignation – Dale Komandt’s resignation letter has officially been turned in. His retirement is effective November 1, 2024. An ad needs to be placed in the paper to hire someone new into his position. Denise Villers asked how she is to describe his job. Joyce Peters will give her the description.

- Job Descriptions – Joyce Peters said that when she reviewed them, some of them look like they are temporary descriptions. Joyce will give the other trustees a packet to go through, then they will officially approve them at a later meeting.

New Business Discussion – Lynn Schiffbauer said that she spoke with ABC Hood Cleaning to schedule to clean the hood in the community house kitchen. She would like to schedule for now and after the Pancake Breakfast in the spring.

Lance Portman asked if we could purchase concrete ingots. He said that the total cost should be approximately \$1,000.00. They will be used to create another storage “bin” for our various stones.

Lance also was in contact with the Dept. of Commerce to try to get a contact person (department) for any of our residents concerning low-hanging wires (phone/cable).

Public Comment

- None.

Motion to adjourn: Lance Portman at 8:27pm., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on October 15th, 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


