

## PARKMAN TOWNSHIP TRUSTEES

Regular Meeting of January 15, 2013

The regular meeting of the Parkman Township Trustees was called to order at 7:30 p.m. In attendance were Trustees-Kevin O'Reilly, and Nancy Ferguson, Fiscal Officer-Joyce Peters, Secretary-Renee Patry, John Spelich, Dennis Ikeler, Jon Ferguson, Roger Anderson, Tom Evers, Alan Wilson, Debbie Wilson, Dale Komandt, Lynn Komandt, Ernie Conover, John Augustine, Scott Simms, Kathy Preston, Alan Preston, Paul M. Komandt, Courtney Sanders, Elizabeth Komandt, Regina Miller, Cade Devoll, and Ann Wishart. The Pledge of Allegiance was recited and an agenda was distributed.

### Approval of Minutes

A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to waive the reading of the January 7, 2013 regular meeting minutes and to approve the same. (Resolution No. 13-32) Motion carried unanimously. Nancy Ferguson asked that she be included in a review of the documentation of the cost of the Shedd Road project mentioned in the January 7, 2013 regular meeting.

### Correspondence

- Western Reserve Land Conservancy-invitation to a meeting in February
- Geauga County Community Improvement Committee-invitation to breakfast with program about economy

### Departmental Reports

- Fiscal Officer
  1. Request for Advance of Taxes-Joyce Peters presented the request for advance of real estate taxes from the Geauga County Auditor. A motion was made to request the advance of taxes on the dates set by the Geauga County Auditor on February 8, 2013 and February 13, 2013 by Nancy Ferguson, and seconded by Kevin O'Reilly. (Resolution No. 13-33) Motion carried unanimously.
  2. Bank Reconciliation-A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to approve the December 2012 reconciliation report from the Business Now Checking account as presented. (Resolution No. 13-34) Motion carried unanimously.
  3. Report Distribution-Joyce Peters distributed year end and January fund status reports and appropriation reports to the Parkman Trustees for their review.
- Fire Department

1. Leadership Class-A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to authorize up to 1000 dollars for class on 21 rules of leadership. (Resolution No. 13-35)  
Motion carried unanimously.
- Road Department
    1. Road Maintenance-Tom Evers-Road Superintendent reported that the Road Department will continue to fill holes on the gravel roads, and then will begin dragging the roads.
  - Cemetery
    1. Cemetery Guidelines-Nancy Ferguson reported that in the Oho Township Association book there was an article on new guidelines for fetal burial. Nancy Ferguson will give Dale Komandt-Cemetery Sexton the article for his review.
  - Zoning
    1. Lot Split-Mr. Spelich –Zoning Inspector reported that a proposed large lot split was submitted by Mark Byler near the intersection of Hobart and Farmington Road.
    2. Ray Mast Property-Mr. Mast continues to consider consolidation and split of property owned by sister. A letter was sent requesting Mr. Mast keep the Zoning Inspector and the Geauga County Prosecutor's Office up to date as the case is still pending.
    3. Sign-Pre-application and permit issued for sign for the J and K Bend and Dent Salvage store located on Nash Road.
    4. Burned House-Complaints were received about a burned out house on Main Market Street. The owners of the house have contacted the Parkman Fire Department with the possibility of using the house for Firefighter practice as a means of taking it down. The EPA is being consulted for a burn permit prior to using the house for a practice burn.
    5. Red Box Video-Information has been sent to Hunter Development Group regarding Red Box at Dollar General Store
    6. Non-compliance and Violation-Five letters of noncompliance and second notice of violation were sent out to areas in the Township. Most have called back and will be in compliance within the next 6 months or so.
    7. Freiburg Property-Letter of non-compliance to owners. Property for sale on Owen Road advertised as two houses for the price of one. There is an In-Law Suite behind the primary house.

8. School Madison Road-Proposed tenant will be day care center. Owner was advised to bring plans to Zoning Inspector for review.
9. Accessory Building-Pre-application submitted for accessory building for a home occupation on Hosmer Road. Applicant will bring more information to Zoning Inspector.
10. Kurtz Salvage-Plans for addition to building on Shedd Road. The County Building Inspection Department is questioning whether the business is home occupation or commercial business.

### Old Business

- Fire Inspection Report-Tom Evers has not received the final inspection report for the Township buildings. He needs this in order to complete repairs as indicated by the inspection. Joyce Peters has a copy filed and will give Tom Evers a copy of the report.
- Road Department Equipment Replacement Schedule-Tom Evers reported that he consulted the County on recommended replacement schedule for replacement of Road Equipment. He reported that for large truck single axle it is recommended replacement every 6 years and replacement of loaders 10 years, and foreman truck every 4-5 years.
- Community House Sign-Kevin O'Reilly reported that he talked with Denise Villers from the Chamber of Commerce and she indicated that the Chamber of Commerce is still interested in helping with the cost of a sign for the Community. Kevin O'Reilly will get more information to continue with this project. He will get estimates for the cost of electrical, and contract work for installation of a new footer. An estimate of 12,000-15,000 dollars for a LED sign with just the lettering not graphics and including software had been previously given. Kevin O'Reilly would like to get more information and cost for the project before moving forward, including the amount the Chamber would be willing to donate. Nancy Ferguson said she would like the cost of a manually changed sign investigated. It was agreed that further information is needed.
- EMT Class Tuition-A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to pay the cost of Angel Miller's EMT classes. The discussion is as follows: The Fiscal Officer asked for clarification before re-imburement of the cost of an EMT training class. The person taking the class is not a member of the Fire Department and can't be appointed until after completing and passing the class, therefore would not be an employee or volunteer to the Fire Department until appointed. In order to become certified as a Volunteer applicants must complete a Pre-Test entrance exam at a cost of 100 dollars and if they are able to pass the test classes for EMT or Firefighter. The cost of the class is approximately 600 dollars for a fire fighter and 1000 dollars for an EMT. Chief Wayne Komant was consulted and his recollection is that in the past the classes have been paid for by the Township. Joyce Peters-Fiscal Officer checked back in the records and found that the ones she found the applicant had been appointed before the bill was paid. The pre-entrance exam is a new requirement. Kevin O'Reilly attempted to contact the Geauga County Prosecutor Office prior to the meeting to see if it is legal to pay for a non-employee's educational training, or if a contract would be required. The Board indicated they

would like to encourage new Volunteers to the Fire Department and is not opposed to paying for training. It was decided to pay for Angel Millers EMT classes and that this issue will be clarified before any more pre-appointment training classes are paid for by the Township. Nancy Ferguson will follow up with the Geauga County Prosecutor Office. (Resolution No. 13-36) Motion carried unanimously.

- Parkman Paragraphs-Nancy Ferguson noted that Cory Anderson requested all articles to the Parkman Paragraphs be turned in by February 1, 2013. Nancy Ferguson will compose an article for the Trustees.
- Trustee Position-Kevin O'Reilly reported that the Board had received notice from seven persons with interest in the vacant Trustee position. The interested parties are: Freeman Miller, Dennis Ikeler, Ernie Conover, Alan Preston, Roger Anderson, Lucinda Sharp-Gates, and Paul Eaton. There was some discussion on how to proceed with the process of reviewing the applicants. It was decided to have each applicant who was in attendance take one minute to introduce themselves. Lucinda Sharp-Gates and Paul Eaton were not in attendance. After the applicants introduced themselves it was decided to schedule a special meeting for January 17, 2013 at 7:00 p.m. at the Parkman Community House for the vacant Trustee position. Kevin O'Reilly will contact Lucinda Sharp-Gates and Paul Eaton. The applicants that were present were invited to attend. Nancy Ferguson will contact the newspaper. The Board also discussed allowing the public to ask one question of the applicants at the Special Meeting.

#### New Business

- Ohio Township Association Insurance-Kevin O'Reilly presented an overview of the loss recommendations from OTARMA. Some of the recommendations were as follows:
  1. Community House Rental-requiring renters to sign a hold harmless agreement.
  2. Document the monthly visual inspection of road signs.
  3. Annual review of motor vehicle driving records of employees. There are an estimated 25-30 employee's or volunteer's driving Township vehicles. The cost of an annual review is approximately 5 dollars per person which can be reimbursed by OTARMA. Kevin O'Reilly suggested this requirement be added to the Employee Policy and Personnel Manual. He will type up a policy and review it at the next meeting. Nancy Ferguson said she did not receive the OTARMA recommendations and requested a copy and would like to review the recommendations before the next meeting. Nancy Ferguson requested a hard copy of the Parkman Township Personnel Policy Manual.
- Fire Department Physical Exam Requirement- Kevin O'Reilly noted that reviewing the Ohio Revised Code section 505.38 he noticed that there is a requirement for a documented physical exam not more than 60 days prior to appointment to the Fire Department for new member Fire

fighters. He would like to implement a procedure to make sure this is done and add it to the Policy Manual.

- Zoning Board Re-appointment-A motion to re-appoint Leonard Hall to the Zoning Commission for a term of 5 years ending in 2018 was made by Kevin O'Reilly and seconded by Nancy Ferguson. (Resolution No. 13-37) Motion carried unanimously. A motion to re-appoint Lucinda Sharp-Gates to the Board of Zoning Appeals for a term of 5 years ending in 2018 was made by Kevin O'Reilly and seconded by Nancy Ferguson. (Resolution No. 13-38) Motion carried unanimously. A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to appoint Paul Nalepa as an alternate to the Zoning Commission for a term of 5 years ending January 1, 2018. (Resolution No. 13-39) Motion carried unanimously. A motion to re-appoint Jerry Jacobs as alternate to the Board of Zoning Appeals was made by Nancy Ferguson and seconded by Kevin O'Reilly. (Resolution No. 13-40) Motion carried unanimously.

#### Approval of Bills and Wages

A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to pay the bills and wages from warrant # 19563 through warrant #19585. (Resolution No. 13-41) Motion carried unanimously.

#### Adjournment

A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to adjourn the meeting at 9:10 p.m. (Resolution No. 13-42) Motion carried unanimously.

Respectfully Submitted,

Approved,

Joyce Peters

Kevin O'Reilly

Fiscal Officer

Chair