

PARKMAN TOWNSHIP TRUSTEES

Regular Meeting of March 5, 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, Nancy Ferguson, and Donald Villers, Fiscal Officer-Joyce Peters, Secretary-Renee Patry, Tom Evers, Jon Ferguson, Roger Anderson, Kathy Preston, Alan Preston, Courtney Sanders, Diane Ryder, and John Augustine.

Approval of Minutes

A motion was made by Nancy Ferguson and seconded by Donald Villers to waive the reading of the February 19, 2013 regular meeting minutes and to approve the same. (Resolution No. 13-63) Motion carried unanimously.

Correspondence

- Ohio Department of Natural Resources-Letter requesting a report of brine spread on roads for year 2011. Tom Evers will gather the brine summary information for 2011 and 2012.
- Ohio Public Employee Retirement System-Notice to all employees of changes in retirement buy back. Poster sent by OPERS will be posted in the garage.
- Geauga County Engineer-Copy of Resolution of Cooperation for the Shedd Road Project that is being sent to the Geauga County Commissioners.
- Geauga County Engineer-Copy of Parkman Resolution to Vacate Norton Street that was sent to the Geauga County Commissioners and Geauga County Engineer report on Norton Street.
- Geauga County Engineer-Pre-application for Ohio Public Works Commission for Capital Improvement Program for this year. It is a request for suggestions of roads the Board would like to apply for funds to repair or upgrade. There is no guarantee the funds would be allocated for these projects. The list is due by May 3, 2013.
- Geauga County Board of Commissioners-Public Hearing for Vacating Norton Street is scheduled for Tuesday, April 2, 2013 at 10.30 a.m.
- Gilmore Security-Annual Inspection was completed and the Security equipment was updated to Gilmore equipment. The inspection fee for the garage, Fire Department, and Community House will be averaged in with the regular payments.

- Veterans Office-Letter asking for number of flags, and grave markers needed for the Cemetery. This letter will be given to Dale Komandt-Cemetery Sexton.

- Middlefield Chamber of Commerce-Invitation to a luncheon address from the Mayor of Middlefield on March 12, 2013.

- Geauga County Township Association-Invitation to meeting on April 10, 2013 at 6:30 p.m. The Fiscal Officer will need to know which Board members would like to attend by the next meeting. Gas and oil wells and hydraulic fracking will be discussed.

- Nelson Township-Invitation for an educational seminar regarding Zoning by Mark Finemore on March 23, 2013 at Nelson Town Hall at 8:30 a.m. Six Townships have been invited and will share the cost of the fee. Nancy Ferguson will check into how many Zoning Board and Zoning Appeals Board member would like to attend.

Departmental Reports

- Fiscal Officer
 1. Purchase orders-The Fiscal Officer presented the Board with purchase orders from the previous meeting to sign along with two additional orders from the Fire Department. A motion was made by Nancy Ferguson and seconded by Donald Villers to approve 400 dollars to United Communications for the repair of Fire Department pagers. (Resolution No. 13-64) Motion carried unanimously. A motion was made by Nancy Ferguson and seconded by Donald Villers to approve up to 1000 dollars to United Communications for repair of Troy Township pagers with Parkman Township to be reimbursed by Troy Township. Joyce Peters-Fiscal Officer suggested that the Board of Trustees of Troy and Parkman Township should have a written agreement for this sort of purchase. Courtney Sanders said that in an effort to continue with blending of the departments sometimes purchases are combined with Troy Township to save money on shipping cost. Joyce Peters had talked with Wayne Komandt about this purchase and he told her that there was no savings involved in this repair order. Donald Villers asked for information regarding the number of pagers sent out from Parkman and the cost of repair of pagers. Courtney Sanders said he will get the number of pagers sent out but the cost of repair depends on what would need to be done to each individual pager. It was decided that a request would be sent to the Geauga County Prosecutor for a simple written agreement between Troy Township and Parkman Township for combined purchase reimbursements in the future. (Resolution No. 12-65) Motion carried unanimously.

- Fire Department
 1. Parkman Fire Rescue Association-Courtney Sanders reported that Corporate Grants are available for Fire Departments and could be applied for if the Parkman Fire Rescue Association had a 501 C Status. The 501 C Status would make the association a non-profit organization, be filed with the State of Ohio, and have its own tax ID number. This ID number would allow the Association to accept donations and donors could receive a tax credit for their donation. The cost to apply for the 501 C Status is estimated at about 3500 to 4000 dollars because the Association would have to consult with a lawyer and/ or a CPA. If a grant is applied for and received, it would be allocated through the Parkman Fire and Rescue Association. Joyce Peters-Fiscal Officer pointed out that the Association would have to have a Treasurer knowledgeable in proper bookkeeping procedures to properly document and allocate the grants. It was also discussed what would happen to property purchased by the Association from grants or donations for the Fire Department. It was suggested a clear formal agreement on how property changes from Association to Parkman Township was needed. Courtney Sanders requested a letter from the Parkman Township Trustees stating they had no objection to the Parkman Fire and Rescue Association seeking a 501 C status.
 2. Driving Status-Courtney Sanders reported that Chief Wayne Komandt had a question about driving of Township vehicles being denied to one of his members related to a record check by Township Insurance Company. The Board suggested the Chief consult with Debbie Wilson-Insurance Representative.

- Road Department
 1. Driveway Permit-Tom Evers reported that a resident was granted a driveway permit by the Zoning Inspector before consulting with the Road Department. The resident is supposed to contact the Zoning Department to check the Zoning Requirements. Driveway permits are not issued by the Zoning Inspector. They are issued by the Geauga County Engineer. The Geauga County Engineer has to review the application for pipe size, so the proper size for the drive is installed. The Geauga County Engineer contacts the Road Department and the Road Department contacts the resident. All parties involved have been informed of the proper process.
 2. Shedd Road-Tom Evers reported that new power poles have been dropped off on Shedd Road.
 3. Equipment Maintenance-Tom Evers reported that the radiators have been removed, cleaned and replaced on the grader and gradall.

- Cemetery
 1. Unused Burial Plots-A recent article covered a way for Township's to re-claim unused but sold burial plots. The present deeds used for purchase of plots would have to be revised for

this provision. The new deeds would make the families responsible for renewal of deeds every 50 years and for keeping the Township updated with current addresses. The Board will consult with the Geauga County Prosecutors Office for advice on modernizing deeds for this new provision.

- Zoning

1. Dollar General-Inquired about permits needed for the sale of tobacco products at its store on Main Market.
2. Accessory Building Permit-Pre-Application was submitted for Allen Weaver-Hosmer Road for accessory buildings. Mr. Weaver was denied a variance for an 8500 square foot building for Home Occupation. The Zoning Inspector Report said Mr. Weaver is in the process of getting an Administrative Hearing through the Courts. Kevin O'Reilly reported that Mr. Weaver said he has been issued two permits for accessory buildings of 2500 square feet each. There are several buildings on the property at this time. Questions were expressed about the use of the existing buildings on the property. Kevin O'Reilly was concerned that the resident may be attempting to circumvent the appeal process. He also expressed concern that the Zoning Inspector had issued the two permits. The Zoning Inspector was not in attendance because of illness and had submitted a written report to the Board, so the Board was unable to ask about the accessory building permits.
3. Appraisal-An appraisal was done by Gallagher Realty for a home and property on Farmington Road.
4. Proposed Lot Split-Proposed lot split on Farmington Road to combine a one acre lot with ten existing acres. There are driveways crossing lot lines that do not comply with the Geauga County Subdivision Regulations.
5. Proposed Lot Split-Proposed lot split Nash Road of 6 acres. The Pending Split is going to the County Health Department for septic approval for each parcel.
6. Ray Mast-There has been a summary judgment in the Ray Mast-Shedd Road case. Mr. Mast proposed a lot consolidation. The next step is from the Prosecutor office and then this will come before the Board of Trustees.
7. Ben Byler case-The Zoning Inspector reports that according to Geauga County Prosecutor's Office- Rebecca Schlag, APA it is up to Mr. Byler's attorney to initiate a meeting with Mr. Byler and the Parkman Board of Trustees to resolve the issue of the denial of a variance for an addition to Hardware Store.
8. David Kurtz-request for addition to Salvage Store put on hold.

9. Friedberg Property-Owen Road property is considered grandfathered in with the in-law suite located on the back section of the parcel according to David Dietrich Geauga County Planning Director.

Old Business

- Fire Department Physical Exam-Nancy Ferguson presented the Board with an amendment to the Parkman Township Personnel Policy Manual. She suggested it be placed in Chapter 3, Section 3.4 (A) Item 1. The Board reviewed the addition to the manual to comply with the Ohio Revised Code section 505.38A for medical examination of Fire Fighters. A motion to accept the addition to the Parkman Township Personnel Policy Manual was made by Donald Villers and seconded by Nancy Ferguson. (Resolution No. 13-66) Motion carried unanimously. Nancy Ferguson will send this to Rebecca Schag, APA to review.
- Hold Harmless Agreement-The Hold Harmless agreement was reviewed by Debbie Wilson with the Ohio Township Association Risk Management Insurance for the Community House. Debbie Wilson reported that they were very vague on what their requirements were in regards to a Hold Harmless Agreement. The present Community House Rental Agreement has a Hold Harmless paragraph. This was discussed and it was decided to keep the current rental agreement for the Community House and not require the additional 3 million dollar Hold Harmless agreement proposal.
- Joint Zoning Boards and Trustee Meeting-Nancy Ferguson reported that the proposed date for an annual joint meeting of the Zoning Boards and the Board of Trustees will be April 23, 2013 at 7:00 p.m. at the Community House.
- Cemetery Plantings-Nancy Ferguson reported that there are 3 families that have plantings that require relocation. A letter will be composed to be sent to the families.
- Cemetery Drainage-Tom Evers reported that he found a map with numbers on it that related to a meeting done 2 years ago with Don Cunningham from Cunningham Farm Drainage Systems Inc. about drainage at Overlook Cemetery. He will do more research to come up with a bid proposal.
- Contract Mowing-The question of putting the Cemetery and Township mowing out for bid versus hiring a seasonal worker, or having the Road Department do the mowing was discussed. Tom Evers will research for the specifications used last year to put it out to bid. It was decided to put it out to bid and see what comes back, and compare it with the records of the cost of the Township using a seasonal worker or current Road Department employees.

New Business

- Cell Phone and Social Networking-Nancy Ferguson reported that she attended a seminar at Geauga Excellent Leadership regarding policy and procedures for cell phone use and social media. Cell Phones have been addressed in the Employee Policy and Procedure Manual. Nancy will review to see if the policy needs changes.
- Zoning Manual Charges-Joyce Peters will review the printing invoice for amount a hard copy of the Zoning Resolution for the public. The Zoning Resolution will be available for public review on the Parkman Community Web Site in the future.
- Fire Department Purchase-A motion was made by Nancy Ferguson and seconded by Donald Villers to approve up to 2000 dollars for the purchase of helmets and shields from the Fire Store. (Resolution No. 13-67) Motion carried unanimously.
- Community House Sign-Kevin O'Reilly will follow up on research for the cost of a base and electricity for a new sign.

Approval of Bills and Wages

A motion was made by Donald Villers and seconded by Nancy Ferguson to pay the bills and wages from warrant #19664 through warrant #19703. (Resolution No. 13-68) Motion carried unanimously.

Adjournment

A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to adjourn the meeting at 9:30 p.m. (Resolution No. 13-69) Motion carried unanimously.

Respectfully submitted,

Approved,

Joyce Peters
Fiscal Officer

Kevin O'Reilly
Chair