

## PARKMAN TOWNSHIP TRUSTEES

Regular Meeting of March 19, 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, Freeman Miller, Marlin Schmucker, Dennis Ikeler, Al Weaver, Nathaniel Weaver, Enos Byler, Allen Yoder Jr., Marvin Miller, Wally D. Byler, Robert Byler, Ray Mast, David Miller, John D. Fisher, Moe Arnett, Reuben Hershberger, Alden Byler, Allen Weaver Jr., Sam Byler, Ben Byler, Andrew Weaver, Samuel J. Miller, John E. Mast, Scott Hodgins, John Henry Troyer, Thomas Lyons, Allen J. Yoder, David Miller, Jonas S. Yoder, Robert Weaver, Wayne Komandt, Allen Miller, Elizabeth A. Komandt, John Byler, John Spelich, Diane Ryder, John Augustine, Alan Wilson, Deborah Wilson, Tom Evers, Jon Ferguson, Roger Anderson, Kathy Preston, and Josh Brown.

### Approval of Minutes

A motion was made by Donald Villers and seconded by Nancy Ferguson to waive the reading of the March 5, 2013 regular meeting minutes and to approve the same. (Resolution No. 13-70) Motion carried unanimously.

### Correspondence

- Geauga Township Association-April 10, 2013 meeting. Board members Nancy Ferguson and Kevin O'Reilly will attend. Nancy Ferguson will possibly have two guests that will pay at the door.
- Ohio Department of Transportation-Notice of Road Conference May 15, 2013 in Columbus, Ohio. Sessions will be Road Maintenance, Traffic Sign, Road Safety, and Methamphetamine Lab.
- Biosolutions LLC-Water sample report for Community House negative.
- Environmental Protection Agency-E-Check notice for two Township vehicles. Tom Evers-Road Superintendent will review to see if vehicles are exempt.
- Burnham and Flowers-Quote for volunteer and paid firefighter disability and life insurance. Nancy Ferguson and Wayne Komandt- Fire Chief will review the quote. The

Township has a plan in place at this time that is up for renewal next month. Debbie Wilson will review existing policy and other options at a future meeting.

- Geauga Trumbull Solid Waste Management District-Flyer of schedule of collection events for 2013.
- Geauga Business-Article on Shale-Gas issue.
- Geauga County Engineer-proposed plans for Shedd Road project. The project will be advertised for bid March 21, 2013. Tom Evers-Road Superintendent was given the plans for the project.

#### Departmental Reports

- Fiscal Officer
  1. Bank Reconciliation-Joyce Peters reported that after a long search and consulting with the state, it was determined that the \$3.74 discrepancy found last month happened several years prior to this year. The new software requires the joint reconciliation of all bank accounts, whereas previously only the checking account was reconciled. It was decided to make an adjustment for that amount and add a letter to the file indicating this was done. The February 2013 Business Now Checking Account Bank Statement and reconciliation report was submitted to the Board for review and approval. Donald Villers made a motion, seconded by Nancy Ferguson to approve the February reconciliation report as presented. (Resolution No. 13-71) Motion carried unanimously.
  2. Estate Tax-The Fiscal Officer reported that a 47,759.64 dollar check had been received for two estate taxes. She sent a request to the county budget commission to certify these funds and issue an Amended Certificate of Estimated Resources. After receipt of this amended certificate, the fiscal officer will prepare a resolution for appropriation at a future meeting.
  3. Report Distribution-Fund status reports, appropriation status reports, and February receipt reports were distributed to the Board.

- Fire Department
  1. Parkman Fire and Rescue Association Letter-The Board of Trustees signed a letter for the Parkman Fire and Rescue Association indicating they have no objection to the Association seeking a 501 C non-profit status.
  2. Driving Record Check-Fire Chief-Wayne Komandt reviewed with the Board the driving record of one of the Fire Department Members. It was decided that he complies with the Township requirements after a 5 day wait.
  3. Standard Operating Procedure of the Fire and Rescue Association-A copy of the procedure was given to the Board to comply with a request from the last meeting.
  4. Fire and Rescue Association Donations-It was determined that the proper procedure for donations from the Fire and Rescue Association to the Parkman Township Fire Department is for the acceptance of the donation to be recorded in Parkman Township Board of Trustee minutes. Then the donated items become Township property.
  5. Firefighter Physical Exams-A motion was made by Donald Villers and seconded by Kevin O'Reilly to use Dr. Chartrand for physical exams and drug tests for new firefighter members at a cost of 175 dollars for the exam and 40 dollars for the drug test. (Resolution No. 13-72) Motion carried unanimously.
  6. Township Policy Manual-The Fire Chief included in his written report that the Fire Department Personnel do not sign a receipt of the Township Policy Manual and that the statement is not correct for them in response to a question from Donald Villers.
  7. Firefighter Training Class-A motion was made by Nancy Ferguson and seconded by Donald Villers to approve up to 5600 dollars to Auburn Career Center for 120 hour training classes. Donald Villers pointed out that the State of Ohio offers free training of a 36 hour course. Wayne Komandt indicated this is more extensive training and may be reimbursed by the state. He said that the Parkman Fire Department plans on sending 5-6 of our members and would like to open this up to Troy and other departments and would be invoicing them for the persons they send. He expects to have approximately 15 in the class. ( No. 13-73) Motion carried unanimously. A

- motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to approve up to 3000 dollars for the purchase of books from Pruer for the Firefighter Training Class. (Resolution No. 13-74). Motion carried unanimously. Nancy Ferguson reported that she is working on a draft of a purchase agreement between Troy and Parkman Township for joint Fire Department purchases. The contract would renew yearly. She will distribute the draft to the Parkman Trustees and Troy Township. The draft would have to be approved by a resolution of the Board of Trustees.
8. Donation-A motion was made by Nancy Ferguson and seconded by Donald Villers to accept the donation of 1400.00 dollars of miscellaneous fire equipment and a coffee pot from the Parkman Fire and Rescue Association. (Resolution No. 13-75) Motion carried unanimously.
  9. Squad cell phone and Telemetry-Chief Wayne Komandt raised the question of the payment of the squad cell phone and telemetry monitor bills. The Fire and Rescue Association pays these at this time. The trustees discussed paying for these items.
  10. Ohio Township Association Grant-Wayne Komandt reported that he followed through with the OTARMA grant the Fire Department applied for and said it was approved and the check should be arriving next week.
  11. Life Force Billing-Wayne Komandt reported that he checked again on the billing of the patient that said they paid Great Lakes billing and there has been no answer at this time.
  12. Call Report-In February the Chief reported that there have been 26 calls, with 12 transports and 3 motor vehicle accidents reported to Cost Recovery.
  13. Emergency Medical Service Grant-The Parkman Fire Department has applied for the 2013 EMS grant.
- Road Department
    1. Calcium Chloride Treatment-Tom Evers reported that he has received 2013 costs for Calcium Chloride for dust control. The cost is up .02 cents from last year. Tom Evers-Road Superintendent will come up with a list of roads and miles for treatment for the next meeting.

- Cemetery
  1. Cemetery Plantings-Nancy Ferguson reported that Dale Komandt-Cemetery Sexton will remove two of the smaller trees that require relocation. Nancy Ferguson will draft a standard letter for families who have planted prohibited plantings.
  
- Zoning
  1. Reapplication and Zoning permit-Reeves Road for a new house. Septic has been approved and a driveway permit was pulled about a year ago.
  2. Letter of Noncompliance-Letter was sent to resident on Farmington Road for building a porch without a permit. The resident sent a reapplication and is to come in for a permit. There is a question about his Home Occupation and driveway on Farmington Road.
  3. Proposed Division of Consolidation and Land-Property on Nelson road, this is an approved easement for the Geauga County Engineer for ingress-egress by Gates over the Wheelock property. Proposed division of land for Richard Gates 0.222 acre parcel conveyed to the owners Richard and Beverly Gates. These items are per the approval of the Geauga County sub-division regulations at the direction of Director David Dietrich.
  4. Pre-application for building-Farmington Road building more than 200 square feet. Applicant is planning to build a house later this year. He is to submit plans later including a site plan.
  5. Schwendeman lot split-Lot Split on Nash Road is on hold pending surveyor adding a setback and proposed driveway.
  6. Clarence Kurtz lot split-Lot Split is on hold for further review by Zoning and the Geauga County Planning Commission.

### Old Business

- Unused Burial Plots-The Board will consult with Rebecca Schlag, APA in regards to revisions needed for the Cemetery Deeds to be able to re-claim unused but sold burial plots. The proposed changes would make families responsible for renewal of deeds.

- Cemetery Drainage-Tom Evers presented the Board with a copy of a Legal Notice for the newspaper for bids for drainage in a portion of Overlook Cemetery. Tom Evers will place the notice in the Good News and Maple Leaf next week. The bids will be opened at the Parkman Trustee Meeting of April 16, 2013.
- Contract Mowing-The ad for Cemetery and Township mowing for bids was in the Good News and Maple Leaf. Bids will be opened at the April 2, 2013 Parkman Township Trustee Meeting.
- Cell Phone and Social Networking Policy-Nancy Ferguson submitted a sample policy to the Board. The current Employee Policy and Procedure Manual prohibit using the cell phone while driving. Nancy Ferguson will work on this policy as a replacement and update to what is in the present manual.
- Zoning Resolution Book Charges-Joyce Peters reported that the cost of printing the Zoning Resolution was around 6 dollars a book. A motion was made by Donald Villers and seconded by Nancy Ferguson to charge seven dollars for a hard copy of the Zoning Resolution. (Resolution No. 13-76) Motion carried unanimously.

### New Business

- Scrap Tire Collection-Kevin O'Reilly reported that he sent in the application for a Scrap Tire Collection Grant and the application has been received. He will contact a company for tire pick-up. He plans to have the tire collection day June 8, 2013, the first Saturday in June. He included submission for payment of Township Employees 24 man hours for help with the collection. It was suggested this would be a good opportunity for Community Involvement for help with the tire collection. The last two years the Township has also had a junk collection day. Last year it was at the same time as the scrap tire collection. Don Villers suggested the Board continue the junk collection day this year. Nancy Ferguson was not in favor, citing a lack of participation the last two years. Joyce Peters will obtain the statistics of junk collection the last two years for the next meeting. The discussion will be tabled until the next meeting.
- Ohio Public Works Commission for Capital Improvement-Kevin O'Reilly asked for suggestions for two projects which could be submitted for possible grant money for road improvements. Donald Villers suggested resurfacing of Mill, Church, Center, Norton, and Edwards's roads. The roads were up for resurfacing in 2005 and have not

been done. Donald Villers said he drove around and inspected the roads and noticed they are not in good condition and are breaking up. He also suggested resurfacing of the Grand River Estates Roads that were last done in 1997. He noted the road has several cracks. He also suggested the Board consider chip and seal of two of the short roads, Rutland and Payne. John Augustine suggested Owen Road, the hill area because of a lack of safety. This was discussed and the cost of this repair was estimated to be 1 million dollars and the Township would be required to pay a 40% of this. John Augustine suggested the Board consult with the Geauga County Engineer again on this issue. Nancy Ferguson and Kevin O'Reilly said they had consulted with the Geauga County Engineer office several times.

- Material Purchase-A motion was made by Donald Villers and seconded by Kevin O'Reilly to purchase 1000 tons of 411 limestones at 14.95 a ton for a total cost of 14,950.00 dollars from Arms Trucking. (Resolution No. 13-77) Motion carried unanimously.
- Material Purchase-A motion was made by Donald Villers and seconded by Nancy Ferguson to purchase 1480 ton of #57 limestones at 16.75 a ton for a cost of 24,790.00 dollars from Arms Trucking. (Resolution No. 13-78) Motion carried unanimously.
- Material Purchase-A motion was made by Donald Villers and seconded by Nancy Ferguson to purchase 200 tons of asphalt grindings at 16 dollars a ton for a cost of 3200 dollars from Ronyak Bros Paving Co. (Resolution No. 13-79) Motion carried unanimously.
- Record Request- Moe Arnett requested records for personal expenses, and a complete list of all the expenses. Joyce Peters reported that she had given him an 80 page report of Township Budget. She suggested he submit a written request for the specific items of record he is requesting.
- Multi-Board Meeting-Freeman Miller asked the process for making a change to the Zoning Resolution. Kevin O'Reilly explained that a request could be made to the Zoning Commission. The next Zoning Commission meeting is March 26, 2013. Several members of the Amish Community were present and expressed a desire for changes to the Zoning Resolution. Kevin O'Reilly suggested they write out the changes they would like to see made and submit them to the Zoning Commission. He also indicated there is going to be a Multi-Board working meeting with the Zoning Commission, Board of Zoning Appeals and the Board of Trustees on April 23, 2013 at 7 p.m. at the Community House. The public would be able to attend. It will be a working meeting.

Approval of Bills and Wages

A motion was made by Nancy Ferguson and seconded by Donald Villers to pay the bills and wages from warrant #19673 through warrant #19732 (Resolution No. 13-80) Motion carried unanimously.

Adjournment

A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to adjourn the meeting at 8:54 p.m. (Resolution No. 13-81) Motion carried unanimously.

Respectfully Submitted,

Approved,

Joyce Peters

Kevin O'Reilly

Fiscal Officer

Chair