

## PARKMAN TOWNSHIP TRUSTEES

November 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, Donald Villers, and Nancy Ferguson, Fiscal Officer-Joyce Peters, Secretary-Renee Patry, John Seplich, Roger Anderson, Jon Ferguson, Paul M. Komandt, Dennis Ikeler, Moe Arnett, Jerry Jacobs, Tom Evers, Debbie Wilson, Victoria Bacon, John Augustine, Kathy Preston, Wendy Anderson and Kathy Clossin.

### Approval of Minutes

Kevin O'Reilly made a motion seconded by Nancy Ferguson to waive the reading of the October 15, 2013 regular meeting minutes and to approve the same. (Resolution No. 13-271) Vote as follows: Kevin O'Reilly-yes, Nancy Ferguson-yes, and Donald Villers abstained because he was not present at the October 15, 2013 meeting. Motion carried.

### Correspondence

- Ohio Environmental Protection Agency-Letter regarding requirement for test monitoring of public water system with chlorine. Tom Evers checked with Biosolutions and they are aware of this regulation and this would require the purchase of a Chlorine meter at the approximate cost of 600.00 dollars. Someone would have to test and record every day, and this person would have to be trained in doing this test and take a test for a Class 1 Water License. There is a cost for taking the test for certification. The free chlorine residual test results would require logging every day. The reports are sent in once a month. Kevin O'Reilly will contact the Ohio EPA to ask if there is an exemption for certain size systems. The reason the chlorinator system was installed was questioned. It was decided to review the minutes for 2006-2007 to see if the minutes indicated the reason the Chlorinator was installed. The Fiscal Officer indicated the first report, covering the month of November is due to the Ohio EPA on December 10, 2013.
- AT & T-Letter indicating that AT & T has sold their lease of the cell phone tower.
- Geauga County Educational Center-Information for participation in a joint shared service. Phase I would involve data collection of accounts payable reports, and contracts per vendor, with Phase 2 and Phase 3 data collection to follow. There was no request for any records at this time. The Fiscal Officer asked if the Trustees would want to participate in this. It was decided to table this until the new trustees take over.

- Geauga County Engineer Office-Proposed project form for 2014. This is not for public work grants but for projects the Township is planning on that may involve engineers. Jon Ferguson suggested after January asking the Geauga County Engineer to review Owen Road for an affordable serious look. It was decided to table this until the new trustees take over.
- Ohio Department of Transportation-Notice for Quick Clear Training. This class would be free for a minimum of 15 people and cover the directing of traffic, etc in needed accident situations. Mike Komandt will bring it to the Fire Chief
- OPERS-Notice for applications for public pension for Township employees who did not participate in OPERS for services prior to January 2013.
- Geauga County Commissioners-Two job postings for Temporary Maintenance Worker, and Waste Water Plant Operator.
- Department of Aging Newsletter

#### Departmental Reports

- Fiscal Officer
  1. End of Year Employee Letter-The letter was submitted to the Trustees for signature and will be sent to employees.
  2. New Truck Tag-The Fiscal Officer submitted paperwork for the new truck. Tom Evers reported that the new truck chassis came in 1-2 weeks ago and was sent to Concord for body installation. The Fiscal Officer asked about the process of obtaining a permanent tag.
  3. Blanket Certificate-A motion was made by Nancy Ferguson and seconded by Donald Villers to approve 1000.00 dollar blanket certificate for Township general expenses from other expenses to cover possible end of the year miscellaneous costs. (Resolution No. 13-272) Motion carried unanimously.
  4. Fire Truck Repair-A motion was made by Donald Villers and seconded by Kevin O'Reilly to approve up to 1000.00 dollars to D & T Repair for repairs to the 4222 truck. (Resolution No. 13-273) Motion carried unanimously.
  5. Report Distribution-The Fiscal Officer distributed Receipt, Fund Status, and Appropriation Status Reports to the Trustees.

- Fire Department
  1. Call Report-Paul M. Komandt reported that in the month of October there were 27 calls.
  2. Assistance Firefighter Grant-Paul M. Komandt reported that the Fire Department is finalizing an application for a grant to help cover the cost of replacing the SCBA Breathing devises.
  3. 4222 Truck Repair-Donald Villers asked how long the truck was out of service for repair. Paul M. Komandt reported that the repairs were done in one day at the Fire Department.
  
- Road Department
  1. Road Maintenance-Tom Evers reported that the Road Department is working on grading roads and finishing roadside mowing.
  2. Overlook Park-Tom Evers reported that last Wednesday Overlook Park was turfed again. This was reported to the Geauga County Sheriff, a report was filled out and extra patrol was requested. Tom Evers also reported that the sign at the entrance to the park needs to be painted. Nancy Ferguson suggested looking into doing this ourselves or having the Boy Scouts do it.
  3. Owen Road Driveway Pipe-Moe Arnett asked the Trustees about a driveway pipe what was replaced at a residence on Owen Road. He questioned who pays for this because the property appears to be deserted. Kevin O'Reilly explained that the cost of the pipe is billed to the property owner, and if the bank owns the property they have to pay. The amount will be assessed to the taxes of the property if payment is not made.
  
- Cemetery
  1. Cemetery Rules-Nancy Ferguson asked if a signed copy of the Cemetery Rules and Regulations had been located. The Fiscal Officer reported that it was not found but, the September 21, 2010 minutes were located that approved the Cemetery Rules and Regulations.
  2. Cemetery Deeds-Cemetery Deeds were signed for Thomas Sulhan, Sr., Alison Sulhan, and Linda Sulhan.
  
- Zoning
  1. Home Addition-Permit was issued for resident on Tavern Road for and addition to a home.

2. Information Request-Zoning Information requested by Window World of Mayfield Heights for pending projects in Parkman area.
3. Proposed Lot Subdivision-Lot subdivision on Bundysburg Road containing 11.1 acres. The surveyor's legal description with lot split information check list approved by Parkman Zoning and sent to the Geauga Planning Commission.
4. Lot Subdivision-Lot Subdivision on Bundysburg Road containing 13.8 acres. This was submitted to Parkman Zoning, approved and returned to the Geauga County Planning Commission for their final review.
5. Proposed Lot Split-Proposed lot split Nash Road. The resident indicated he will be requesting a variance from the Board of Zoning Appeals once paperwork is completed.
6. Geauga County MRDD-The Zoning Inspector reported that there is nothing new from the Geauga County MRDD as they continue to look into leasing part of the old school to house for an enrichment program.
7. Pre-application- A pre-application was received from CNC Precision Machine for property located of Industry Circle. They are proposing the following: Lease to purchase 24000 square foot existing building, adding a 5000 square foot pole building, and adding 4500 square foot addition to an existing building. The owner and his associate requested to be put on the agenda for November 19, 2013.
8. Year End Report-The Zoning Inspector reported an addition to his yearend report given at the Joint Meeting of Zoning on October 22, 2013. He reported he has approximately 25 open files at this time.

#### Old Business

- Truck Sign-Nancy Ferguson indicated displeasure at the cost of 415 dollars for truck door signs. She said she had obtained a cost quote by phone for 20 dollars per door for a Parkman sign. The sign would just be Parkman. She indicated the sign was just to identify the trucks as a Parkman vehicle. Signs were put on two trucks on each door for a total of 4 doors. The cost of the design was 65 dollars and that was included in the amount of 415 dollars. Don Villers referring to the paperwork indicated the size of the sign was 15 by 17 inches. Kathy Clossin-resident questioned who approved spending of the money. Kevin O'Reilly indicated that Tom Evers has up to 500.00 dollars of discretionary spending. Tom Evers said he asked Kevin O'Reilly about the sign. Kevin O'Reilly indicated Tom Evers had asked him and he said it was a nice logo and looked nice.

- Joint Zoning Board Meeting-Kevin O'Reilly asked how the Joint Zoning Board Meeting went. Nancy Ferguson expressed displeasure that only one Trustee was able to attend. She reported that it was a good effort to reach out to the community. She indicated that in the course of the meeting the possibility to hold a future meeting at an Amish area location was discussed.

### New Business

- Employee Evaluations-Kevin O'Reilly suggested that at the next meeting an executive session be put on the agenda to discuss evaluation of Township employees that are under the direct supervision of the Trustees. He indicated there will be three new Trustees. He noted that some employees have never been evaluated. He said the present Trustees have had experience with working with the current employees. Donald Villers indicated he didn't think this would be unreasonable. Nancy Ferguson indicated she would not be in favor, questioned the evaluation form, and asked that it be reviewed by Rebecca Schlag APA. Nancy Ferguson complained of lack of job descriptions. She said she asked about job descriptions in the past.
- Community House-Nancy Ferguson reported she had received complaints about lack of cleanliness, dirty bathroom, and upstairs balcony safety at the Community House. Wendy Anderson-Community House Custodian asked Nancy Ferguson why she had not come to her about these complaints and discuss them privately instead of stating them at a public meeting. Nancy Ferguson said she is unable to reach Wendy Anderson. Wendy Anderson said she has been available. Wendy Anderson resigned as Community House custodian effective immediately. She turned in her keys and appointment books.

Kathy Clossin-resident reported that while voting at the Community House, she observed a resident fall on a stair. Roger Anderson suggested a yellow tape stripe for the steps. It was also noted that one of the wall outlets was loose, as well as a chair with a castor that keeps falling off. Nancy Ferguson said a high chair was also loose.

- Solar Panels-Kevin O'Reilly reported that he had received an email from Gary List regarding an inverter that has failed on the solar panels. The inverter would still be under warranty, but the warranty covers only 175.00 dollars for replacement labor. Mr. List indicated the labor cost could be about 300.00 dollars, so there may be a cost to the Township of about 125.00 dollars. Kevin O'Reilly indicated he felt it would be wise to have a person who is familiar with the system to do the work. A motion was made by Donald Villers and seconded by Nancy Ferguson to give Gary List permission to have the warranty work done and approve up to 200.00 dollars. (Resolution No. 13-274) Motion carried unanimously.
- SCBA Testing-A motion was made by Nancy Ferguson and seconded by Donald Villers to approve up to 1500.00 dollars to Warren Fire for testing certification of the SCBA breathing apparatus. (Resolution No. 13-275) Motion carried unanimously.

- Tire Purchase-A motion was made by Donald Villers and seconded by Kevin O'Reilly for 1396.00 dollars to Kauffman Tire for rear tires for the backhoe. (Resolution No. 13-276) Motion carried unanimously.
- Tire Purchase-A motion was made by Donald Villers and seconded by Kevin O'Reilly for 920.58 dollars to Sandy's Tires for two front tires old Ford L 8000. (Resolution No. 13-277) Motion carried unanimously.
- Limestone Purchase-A motion was made by Donald Villers and seconded by Kevin O'Reilly for 24,933.75 to Arms Trucking for 1525 tons of limestone. (Resolution No. 13-278) Motion carried unanimously.
- Limestone Purchase-A motion was made by Donald Villers and seconded by Kevin O'Reilly to purchase 500 tons of 411 from Arms Trucking for 7250.00 dollars. (Resolution No. 13-279) Motion carried unanimously.
- Asphalt-A motion was made by Donald Villers and seconded by Kevin O'Reilly to purchase 100 tons of asphalt grindings from Ronyak paving for 1600.00 dollars. (Resolution No. 13-280) Motion carried unanimously.
- Signs-A motion was made by Donald Villers and seconded by Kevin O'Reilly to purchase signs from Osborn Sign for a cost of 335.91 dollars. Tom Evers noted the need for five 35 mph speed limit signs at a cost of 174.25 and 2 school signs at a cost of 161.66 dollars. (Resolution No. 13-281) Motion carried unanimously.
- Garage Furnace-Tom Evers reported that the furnace flue vent is rotted. He explained that Cain's Heating advised replacement with double wall pipe. A motion was made by Donald Villers and seconded by Kevin O'Reilly for 560.00 dollars to Cains Heating and Air Conditioning to repair furnace vent in the garage. (Resolution No. 13-282) Motion carried unanimously.
- Baseball Bleachers-Tom Evers presented the Trustees with two estimates for replacement of some bottom rails and side and back stops for the baseball bleachers at Township parks as recommended by the insurance company. The two estimates were reviewed and it was decided that more research was needed.
- NOPEC Meeting November 12, 2013-Invitation to be returned with no Trustees able to attend.
- Community House Custodian-Replacement of the Community House Custodian was discussed, as well as the plan for covering the position's responsibilities for now. Several options were discussed including hiring TNT to clean when needed, using key box, consulting with Troy Trustees to see if the Troy custodian would be interested in Parkman position as well, or the

Nelson custodian. Kevin will call Wendy Anderson to see what is going on at the Community House. The need for a job description before posting the position was discussed. The Trustees organized opening and closing of the building amongst themselves for immediate coverage. Nancy Ferguson will close the building after the Fire Department event, and Donald Villers and Kevin O'Reilly will open and close the building for all of the other events.

Approval of Bills and Wages

A motion was made by Donald Villers and seconded by Kevin O'Reilly to pay the bills and wages from warrant #20217 to warrant #20274. (Resolution No. 13-283) Motion carried unanimously.

Adjournment

A motion was made by Donald Villers and seconded by Kevin O'Reilly to adjourn the meeting at 10:03 p.m. (Resolution No. 13-284) Motion carried unanimously.

Respectfully Submitted,

Approved,

Joyce Peters

Kevin O'Reilly

Fiscal Officer

Chair