

## PARKMAN TOWNSHIP TRUSTEES

November 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, Donald Villers, and Nancy Ferguson, Fiscal Officer-Joyce Peters, Secretary-Renee Patry, John Spelich, J Dhayer, Jim Baril, Megan Baril, Dennis Coz, Jon Ferguson, Dennis Ikeler, Roger Anderson, Tom Evers, Carol Kavaliauskas, Jerry Jacobs, Alex Szoke, Steve Hadzinsky, Victoria Bacon, and Lucinda Sharp-Gates.

### Approval of Minutes

Donald Villers made a motion seconded by Kevin O'Reilly to waive the reading of the November 5, 2013 regular meeting minutes and to approve the same. (Resolution No. 13-285) Motion carried unanimously.

### Guest Speakers

- CNC Precision Machine Inc.-Steve Hadzinsky representative, and Alex Szoke-owner requested to speak to the Board. Mr. Hadzinsky said Mr. Szoke is moving his company to Parkman Township. The business would move into the old Campus Packaging Building in the Industrial Park. He said he is bringing 60 jobs with him. They plan on adding a 5000 square foot addition to the building, and a 5000 square foot pole barn. They indicated they are working with Mr. Spelich and are in the application phase of paperwork for several appeals for variance for the property. Mr. Szoke said he was excited to be here and hopes to be an asset to the community. He said he started his company 12 years ago. His company is a manufacturing company making hydraulic fittings and components that are shipped all over the world. He indicated he expects to move the business from Garrettsville this summer and there may be plans to buy and additional two properties. The Board looked at the plans for the property.
- Parkman Chamber-Lucinda Sharp-Gates requested to speak to the Board regarding the Chamber event of Breakfast with Santa. She said last year, this annual event hosted by the Chamber had around 100 people attending. Lucinda Sharp-Gates asked who was going to change the letters on the sign in front of the Community House for the event. Nancy Ferguson said that the policy was the person hosting the event could put the sign up themselves. Lucinda Sharp-Gates asked

if the Chamber would be required to do the cleaning as well. Nancy Ferguson said part of the contract would be cleaning up after themselves. Kevin O'Reilly said since the Community House Custodian, who was responsible for those jobs, resigned he has been picking up with the scheduled events opening and closing the building. Donald Villers has been filling in with the church schedule. Lucinda Sharp-Gates said the Chamber event is December 7, 2013. Dennis Ikeler volunteered to put the letters up for the sign. Jon Ferguson, Dennis Ikeler, and Roger Anderson volunteered to clean the Community House prior to the event. Several suggestions for coverage for cleaning until a new custodian could be hired were discussed. Nancy Ferguson suggested not scheduling any more events until there is a workable solution. There are several events scheduled at the Community House. Nancy Ferguson suggested hiring someone on a temporary basis. She said she had a walk through on Monday with a potential candidate who indicated that she would not take less than \$12.00 per hour. Nancy Ferguson indicated there is no job description for the position. Jerry Jacobs suggested contacting other Townships to see if they have a job description for their cleaning persons. Nancy Ferguson made a motion to hire someone on a temporary basis until the end of January to do basic cleaning of the Community House at a rate not to exceed 12.00 dollars and hour. Donald Villers seconded the motion. (Resolution No. 13-286) Motion carried unanimously. Nancy Ferguson will follow through with finding someone to clean the Community House temporarily. Kevin O'Reilly will give Nancy Ferguson a copy of the schedule.

Lucinda Sharp-Gates thanked Trustee Donald Villers for his service as Trustee the last ten months.

- Resident Carol Kavaliauskas- Mrs. Kavaliauskas asked that her questions and responses be recorded in the minutes. Carol Kavaliauskas asked the Board why a newly elected Trustee could have softball practice in the Fire Department building. She asked if softball practice was allowed in the Fire Department Building if she had a line dancing group would she be able to use the building for practice. Mrs. Kavaliauskas said she did not think it's right, and asked who approved baseball practice in the Fire Department. James Baril member of the Parkman Fire Department said Marty Hofstetter is holding a pitching clinic in the Fire Department. He said they use foam practice balls. He indicated there was no place for them to practice at the school so he asked the Fire Chief if they could throw in the bays of the Fire Department. He indicated they pulled

the trucks out of the building. He said he felt the Fire Department building is a community building and many of the players are Cardinal students. Jon Ferguson suggested if they were using indoor balls couldn't the upstairs of the Community House be reserved for the practice. Kevin O'Reilly agreed with Mrs. Kavaliauskas that allowing practice in the Fire Station could set a precedent for the Fire Station being used for extra-curricular activities. Joyce Peters asked about liability issues if practice was held in the Fire Station. Kevin O'Reilly indicated after this issue had been brought to his attention he investigated, and the school's athletic director stated that the girls themselves are covered by the school, but the Township property may not be covered. Community House rental was briefly discussed. It was noted that private functions are charged a fee to use the Community House, but certain civic functions are not charged. Dennis Ikeler indicated he would like the minutes to reflect that it was not a newly elected Trustee that did this. He is not conducting this clinic. Carol Kavaliauskas said she did not have a problem with practice in the Community House, but thought it was inappropriate at the Fire Department, especially since the use of the Fire Station for washing cars had previously been an issue. It was decided by the trustees that the softball clinic could be held in the upstairs of the Community House as long as the foam balls were used for pitching only.

### Correspondence

- Geauga County Commissioner-Disaster Mitigation Act for 2014. The Trustees can go to the web site to review the current plan and any questions or input or guidance to update the plan which will be reviewed at the January 16, 2014 meeting. Nancy Ferguson indicated the Trustees are responsible for having a plan in place in case of a natural disaster. Kevin O'Reilly indicated Geauga County has a comprehensive plan and Parkman Township adopted this plan.
- Resident Concern-Jerry Jacobs asked if the Fire Chief-Wayne Komandt was aware of chemicals stored at Byler Hardware. He expressed concern that in case of a fire the chemicals could find their way down to the river. Kevin O'Reilly indicated in case of a fire the Fire Department would be the first response, and if a chemical problem was found hazmat would be called in. He also suggested the regulation of such chemical storage would be the responsibility of the Department of Agriculture and the EPA.
- Geauga County Commissioner-Job posting for Multi-certified Inspector.

- Geauga County Sheriff Office- Notice indicating that address 16214 location is out of sequence and has been changed to 16200 (Parcel No. 25-190066) for 911 clarity. Tom Evers suggested this address could be the vacant lot which was the old Mintern address. Zoning Inspector John Spelich will review this.
- Servisoft-Calcite check notice due for 11/1/13. This is for the softener at the Fire Station and Jim Baril will give this to the Fire Chief.
- AT and T-Notice they have sold the ground lease on the cell tower and their lease terminates on November 15, 2013.
- Fire Department-Letter was received from Resident Dan Weaver expressing appreciation to the Fire Department for their assistance in a fire at this place. The letter included a donation of 100.00 dollars, which the Fiscal Officer deposited into the Fire Department account.
- Resident Letters-Several letters were received supporting Tom Evers-Road Department for his hard work maintaining Parkman roads. The Fiscal Officer read the letters from Residents- Brenda and Charles Drabek, Wallace D. Byler, Chuck Dillon, Sandy and Chuck Rought, Al Wilson, Matt and Renee Patry, and one unsigned letter. Kevin O'Reilly asked that the letters be placed in Tom Evers file. Nancy Ferguson said it sounds like a writing campaign and asked that Mr. Coz email complaint be added to the file. Kevin O'Reilly asked Mr. Coz to explain his complaint. Mr. Coz said he complained of a sloppy, slippery mess, unusable road on Election Day. Tom Evers replied that on that day the road was dry it was on Wednesday night that a half inch rain fell making the road wet. Jon Ferguson said that no one remembers when the roads are good, only when they are not. Joyce Peters referred to the Policy and Procedure manual adopted by the Trustees. She indicated that resident complaints are to be submitted to the Trustees, documented, and brought up with the employee and dealt with, not at a public meeting. Nancy Ferguson disagreed saying Sunshine Law. Dennis Coz asked that the New Trustees consider the roads and asked why Parkman still has gravel roads. Jerry Jacobs said that he was a School Bus driver and when he started driving there were some places the bus couldn't go over 10 mph, and at times buses got stuck. He said he has seen a big improvement over the last 15 years. Lucinda Sharp-Gates indicated that when she was trustee it cost 450,000 dollars to pave one

mile, and that cost was probably more now, and Parkman has around 22 miles of gravel road. She indicated the whole township budget is less than paving the roads.

### Departmental Reports

- Fiscal Officer
  1. Bank Reconciliation-The Fiscal Officer presented the Board with the October 2013 Business Now Checking Account Bank Statement and Reconciliation Report. Nancy Ferguson made a motion to accept the bank reconciliation as presented. Donald Villers seconded the motion. (Resolution No. 13-287) Motion carried unanimously.
  2. Radio Batteries-A motion was made by Nancy Ferguson and seconded by Donald Villers to approve up to 500.00 dollars to Vaser Communications for radio batteries. (Resolution No. 13-288) Motion carried unanimously.
  3. Truck Repair-A motion was made by Kevin O'Reilly and seconded by Donald Villers to approve 1500.00 dollars to Countryside for repairs to the L8000. Tom Evers indicated the old Ford 1990 truck needed the brakes repaired. (Resolution No. 13-289) Motion carried unanimously.
  4. Truck Title- Joyce Peters-Fiscal Officer asked how to obtain plates for the new truck. It was discussed that the plates are free gratis plates that come from the State Bureau of Motor Vehicle in Columbus. Dennis Ikeler will give Joyce Peters a contact phone number.
  5. Sam's Club Membership- The Fiscal Officer reported that she submitted a tax exempt form for the Sam's Club Membership that has been in place for several years. She indicated she has changed the card holders to Fire Chief Wayne Komandt, Fiscal Officer- Joyce Peters, and Tom Evers for a savings of 90.00 dollars. She indicated that it could be used to purchase paper products, paper and office supplies, and shelving for the file room at a discounted cost. It is not a credit card, so purchasers would be required to pay up front and then be reimbursed.

6. Trustee swearing in- Joyce Peters asked Jon Ferguson when he would be sworn in. Mr. Ferguson indicated he would be sworn in by the fiscal officer prior to the beginning of the next meeting.
  7. Report Distribution-The Fiscal Officer distributed Fund Status Reports, and Appropriation Reports to the Board.
- Road Department
    1. Road Maintenance-Tom Evers reported that the Road Department has been grading the following roads; Patch, Rutland, and Newcomb. He indicated because the roads are hard and dry they have had to use water on some of the roads. He also reported that the heater core went out on the L8000 truck and the replacement cost is about 100.00 dollars.
  - Cemetery
    1. Bundysburg Cemetery- Donald Villers suggested the purchase of a small plaque to thank Charles Ehrhart for his Bundysburg Cemetery services. Mr. Villers will have a plaque made.
  - Zoning
    1. Information Request-Property located on Main Market. Contractor asked if he removed an existing house located in Commercial District could he rebuild a new house in same district.
    2. Zoning Violation-Second Violation issued for property located at 17039 Main Market. It is a burn out house from years ago. The owner is asked to repair the dwelling or tear it down. This request has been sent to the Geauga County Prosecutor for further action.

3. Pre-application-A pre-application and request for a portable building for storage at Zeigler Earthworks on Main Market. Further documentation of site plan requested.
4. New House-Pre-application and permit issued for a new house on Bundysburg Road.
5. New House- Pre-application completed for a new house on Shedd Road, before permit is issued the existing old house and pole building must be removed.
6. Zoning Violation-Request for Prosecutor action for a Zoning Violation at Tavern Road. This was a permitted accessory building in 2006. The owner living out of state turned it into a rental. There are no septic or building permits.

#### Old Business

- Board of Zoning Appeals-Jon Ferguson asked the Board to consider placing an ad for members for the Zoning Commission and the Board of Zoning Appeals. The secretary was asked to look for the old ad and have an ad published in the Good News Middlefield and Portage addition including both the Board of Zoning Appeals and the Zoning Commission with interested parties to submit in writing their interest by January 7, 2013.
- Community House Well-Kevin O'Reilly indicated he had spoken to Nancy Rice at the Ohio EPA about the letter indicating a requirement for daily chlorine testing for the Community House water system. She indicated she would review the Township file and original permits to see if the Community House water system is considered a public water system, because the Township may be exempt from this requirement. Research done into the past minutes indicated the chlorinator was added because of smell and sediment.
- Magnetic Fire Door Openers-Tom Evers reported that the magnetic Fire Door openers at the Community House have been installed.

## New Business

- Sewer District-Donald Villers indicated he had received a request from Resident Dave Hauser to amend the 208 sewer district to include his lot. He would like to tap into the sewer system. The present district stops at the lot next to Mr. Hauser's on the south side. The Geauga County Engineer required that the Township amend the 208 sewer district. Donald Villers pointed out that the current sewer plant is underutilized at this time and runs more efficiently with more persons using it. A motion was made by Donald Villers, seconded by Kevin O'Reilly to amend the 208 sewer plan to include 17917 Madison Road. (Resolution No. 13-290) Motion carried unanimously. Kevin O'Reilly will write a letter to the Assistant Sanitary Engineer.
- Policy and Procedure Manual-Nancy Ferguson asked for a copy of the Community House Contract. Nancy Ferguson asked that the new Trustees get a copy of the Policy and Procedure Manual, and a Zoning Manual.
- Slag Purchase-A motion was made by Donald Villers and seconded by Kevin O'Reilly to purchase up to 800 tons of light #57 slag form Arms Trucking at a total cost of 11960.00 dollars. (Resolution No. 13-291) Motion carried unanimously.
- Salt-cinder mix-A motion was made by Donald Villers and seconded by Kevin O'Reilly to purchase up to 500 tons of salt and cinder mix form Geauga County at a cost of 11500.00 dollars. (Resolution No. 13-292) Motion carried unanimously.
- Limestone Purchase-A motion was made by Donald Villers and seconded by Kevin O'Reilly to purchase 1000 tons of #57 limestone from Arms Trucking at a cost of 16350.00 dollars. (Resolution No. 13-293) Motion carried unanimously.

## 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 #20275 through warrant #20298. (Resolution No. 13-294) Motion carried unanimously.



Adjournment

A motion was made by Donald Villers and seconded by Kevin O'Reilly to adjourn the meeting at 9:46 p.m. (Resolution No. 13-295) Motion carried unanimously.

Respectfully Submitted,

Approved,

Joyce Peters

Kevin O'Reilly

Fiscal Officer

Chair