

## PARKMAN TOWNSHIP TRUSTEES

December 3, 2013

### Oath of Office

The Oath of Office for Trustee for Parkman Township was administered by Fiscal Officer-Joyce Peters to Dennis Ikeler, Roger Anderson, for 4 year terms effective January 1, 2014 and Jon Ferguson 2 year term effective December 3, 2013. Documents were signed by the new members and witnessed by the Fiscal Officer.

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 Jon Ferguson, Fiscal Officer-Joyce Peters, Secretary-Renee Patry, Cory Anderson, Dale Komandt, Elizabeth A. Komandt, Cindy Gazley, Kathy Anderson, Roger Anderson, Tom Evers, Dennis Coz, Dennis Ikeler, Debbie Wilson, Carol Kavaliauskas, Dustin Simmons, Lucinda Sharp-Gates, Jeff Fish, Victoria Bacon, John Spelich, Tom Baril, Jim Baril, Alan Preston, Kathy Preston, and Cathy Clossin.

### Approval of Minutes

Nancy Ferguson asked for clarification of the minutes of November 19, 2013. She indicated that in the Policy and Procedure Manual in Section 9.2 a complaint of employee misconduct should be dealt with in private, but resident complaints do not. She asked that the phrase "not at a public meeting" be struck from the November 19, 2013 minutes. Kevin O'Reilly indicated the minutes are to reflect what happened at the meeting. There was no change.

Nancy Ferguson asked the Fiscal Officer for clarification in the minutes about the Township Sam's Club account. She believes that it is a Fire Department account. The Fiscal Officer related that the Trustees have always paid for the account membership. In addition, this account was discussed with the trustees at a board meeting last year. At that time, the trustees declined having membership cards and approved the payment for the account. Elizabeth Komandt indicated Chief Wayne Komandt had a membership card, and she had a membership card at one time because she used to make purchases for the Fire Department. She concurred that the account does belong to the township. No changes were made to the minutes.

Nancy Ferguson also indicated that in the section of the minutes regarding New Business, she had asked where the hook up would be for sewer line expansion, and she was told that it was on the North side of the Fish property, and it is on the South side. The minutes were amended to read "stops at the lot next to Mr. Hauser's on the south side."

A motion was made by Kevin O'Reilly to waive the reading of the November 19, 2013 regular meeting minutes and to approve as amended. (Resolution No. 13-296) Vote as follows: Kevin O'Reilly-yes, Nancy Ferguson-yes, and Jon Ferguson-abstained.

## Guest Speakers

- Jeff Fish-Mr. Fish said at the last Trustee Meeting approval had been given for Dave Hauser to tie into the sewer system. He indicated that in order for Mr. Hauser to tie in the hook up would be on the South side of his property, which would mean the whole front of his property would be affected. Nancy Ferguson made a motion to rescind approval for Dave Hauser to tie into the sewer system. It was not seconded.

Kevin O'Reilly clarified that the motion made at the last meeting was to expand the sewer district to include Mr. Hauser's property. The paperwork then goes to the Geauga County Commissioners, and the Ohio EPA. If it is approved, his property could be eligible for tie in to the sewer line. It was discussed that the sewer system is a public utility and the County can operate in the road right away. General expansion of the sewer line was discussed.

Nancy Ferguson made a motion to rescind the motion made to extend the sewer district to Mr. Hauser property because of faulty information of the physical location of the line. There was no second.

Jon Ferguson made a motion to amend Resolution No. 13-290 to include a requirement for meeting of the two parties involved to try to work out the issue before February 2014. If the issue is not resolved by the two parties then they could bring it back to the Trustees. The motion was not seconded.

After additional discussion, the Board decided to ask former trustee Donald Villers for a copy of the original resident request and paperwork for the sewer expansion to review. A motion was made by Jon Ferguson and seconded by Nancy Ferguson to rescind Resolution No. 13-290 (Resolution No. 13-297) Vote as follows: Jon Ferguson-yes, Nancy Ferguson –yes, and Kevin O'Reilly-no. Motion carried. Kevin O'Reilly will write a letter to the County indicating the Resolution has been rescinded.

## Correspondence

- Ohio EPA-Water sample notice.
- Officers of the Chamber of Commerce-Letter thanking Tom Evers for good job on the roads.
- Dennis Coz-Nancy Ferguson read a letter sent by Dennis Coz about road condition. Tom Evers explained that the road was in poor condition due to rain.
- Department of Ageing Newsletter
- Geauga County Planning Commission-Meeting dates for 2014. These will be given to the Zoning Commission and the Board of Zoning Appeals.

- Geauga County Engineer-Request for list of road improvements for 2014. The Fiscal Officer replied that this is put on hold until the new Trustees can review this.
- Health Insurance-Debbie Wilson reported that because of changing health care, Medical Mutual is offering to return their customers who chose early renewal on December 1 to their previous renewal date. If the Township opts not to continue with the early renewal, there is potential to keep its present plan until 2015. It was decided to keep the present plan as long as possible. Jon asked that the renewals be presented a couple of meetings before the renewal date so we have time to review the details.

### Departmental Reports

- Fiscal Officer
  1. Truck Plates-The Fiscal Officer reported that the form to request the plates has been submitted.
  2. Bank Reconciliation-The Fiscal Officer presented the Board with the November 2013 Business Now Checking Account Bank Statement and Reconciliation Report. Nancy Ferguson made a motion seconded by Kevin O'Reilly to accept the bank reconciliation as presented. (Resolution No. 13-298) Vote as follows: Nancy Ferguson-yes, Kevin O'Reilly-yes, and Jon Ferguson abstaining until he has a full understanding of reconciliation.
  3. SCBA repair-A motion was made by Nancy Ferguson and seconded by Jon Ferguson to approve 800.00 dollars to Warren Fire Equipment for two new SCBA mask and harness repair. (Resolution No. 13-299) Motion carried unanimously.
  4. Freightliner repair-Tom Evers reported that the freightliner had a problem with the water pump, and was at Countryside for repair. Jon Ferguson made a motion to approve up to 2000.00 dollars for repair of the freightliner. Kevin O'Reilly seconded the motion. (Resolution No. 13-300) Motion carried unanimously.
  5. A motion was made by Nancy Ferguson and seconded by Jon Ferguson to re-appoint Cindy Gazley to the Board of Zoning Appeals. (Resolution No. 13-301) Motion carried unanimously.
  6. A motion was made by Jon Ferguson and seconded by Nancy Ferguson to re-appoint Carlos Nieves to the Zoning Commission. (Resolution No. 13-302) Motion carried unanimously.

7. Jon Ferguson submitted his resignation for the Board of Zoning Appeals. He asked if the open positions for the Board of Zoning Appeals and Zoning Commission had been advertised. Kevin O'Reilly indicated there was an ad in the paper.
  8. Report distribution-The Fiscal Officer distributed, Fund Status, Receipt, and Appropriation Status reports to the Board.
- Road Department
    1. Road Maintenance-The Road Department will be reshaping the aprons, filling holes and dragging gravel as the roads thaw.
    2. Equipment repair-The freightliner water pump experienced problems on Thanksgiving and should be back in service Monday.
  - Zoning
    1. Land Division-Received copies of executed and approved deed and survey map for division of land transfer on Madison Road.
    2. Lot Consolidation-Copies received from Geauga County Planning Commission for approved consolidation of lots on Madison Road.
    3. Main Market Motors-Legal paperwork received and forwarded to Geauga County Prosecutor Office for review. Rebecca Schlag, APA reply paperwork is in order.
    4. CNC Precision Machine-Documents submitted to Geauga County Prosecutor Office for review.
    5. Pre-application-Pre-application completed and received for a Zoning Permit. Property owner failed to have the required 2.5 acres. Owner will be applying for an area variance for property on Reeves Road.
    6. Real-estate request- Information request on Commercial parcel on Main market Road.
    7. Pre-Application Pole Building-Pre-application received and an exempt permit issued on Farmington Road. Building to be used for agricultural purposes.
    8. Board of Zoning Appeals-Cindy Gazley submitted a report of attendance to the Board of Trustees. She told the Board the BZA had a total of 8 meetings last year and never had to miss voting, or had to cancel an appeal.

## Old Business

- Community House-Nancy Ferguson reported that she conducted an interview on Saturday for a temporary Community House Custodian. She indicated she also had a call in to TNT, and Jan Pro as well for temporary cleaning. She has had no reply. She indicated that in the contract persons using the Community House are required to do some cleaning after their event. It was discussed that trash cans are sometimes not emptied because the persons using the Community House may not have a key to the dumpster. Jon Ferguson indicated that the bathrooms required some basic maintenance such as replacing broken toilet tissue holders, towel dispensers, and sanitary containers costing probably a couple of hundred dollars. Roger Anderson suggested scheduling a quarterly Community work day for deep cleaning the Community House, asking organizations that use the facility for free to help. Enlisting High School students who need to fulfill Community Service requirements was also discussed. Jon Ferguson submitted to the Board a form for Parkman Community House Coordinator including a job description and requirements. He asked for this job to be posted for part-time opening for approximately 8-10 hours a week at 12.00 dollars an hour. It was decided the secretary will place an ad in the Goodnews-Portage County and Middlefield addition and it will be posted on the Community Web site and at the Community House with the resume' to be submitted by January 7, 2014.
- Plaque-Kevin O'Reilly will check with Donald Villers to see if the plaque for Charles Ehrhart has been completed.
- Ohio EPA-Kevin O'Reilly reported that the Ohio EPA said the Parkman Community House water system is exempt officially from chlorine testing because the chlorinator is in place for odor and taste. They do not issue a letter in regards to this, but they indicated the file has been updated. In addition, the township is not liable to pay the membership fees.
- Policy and Procedure Manual-Nancy Ferguson requested that all employees have a policy and procedure manual. Tom Evers reported that Road Department Employees have a manual. She asked that they sign that it was received. Nancy Ferguson indicated that since the Fire Department was volunteer, one copy for the Fire Department was sufficient.

## New Business

- Resident Sign-Tom Evers reported that he received a request from a resident about putting up sign on Bradford Road. The resident made up his own sign. Kevin O'Reilly indicated the resident

could put it up on his own property, outside the road right away. The Board can't approve it if it is in the road right away.

- Cathy Clossin asked Tom Evers-Road Department about potholes on the road. Tom Evers reported that as the road thaws they will address the holes in the road. He indicated the gravel that is in the middle of the road was put down for traction for the ice.

#### Approval of Bills and Wages

A motion was made by Nancy Ferguson and seconded by Jon Ferguson to pay the bills and wages from warrant #20299 through warrant # 20351. (Resolution No. 13-303) Motion carried unanimously.

#### Adjournment

A motion was made by Jon Ferguson and seconded by Kevin O'Reilly to adjourn the meeting at 9:22 p.m. (Resolution No. 13-304) Motion carried unanimously.

Respectfully Submitted,

Approved,

Joyce Peters

Kevin O'Reilly

Fiscal Officer

Chair