

PARKMAN TOWNSHIP TRUSTEES

December 17, 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 Jon Ferguson, Fiscal Officer-Joyce Peters, Secretary-Renee Patry, Dennis Ikeler, John Spelich, Donald Villers, Scott Villers, Tom Evers, Kathy Preston, Jim Baril, Victoria Bacon, and Courtney Sanders.

Approval of Minutes

A motion was made by Jon Ferguson to waive the reading of the December 3, 2013 regular meeting minutes and to approve with two changes. Kevin O'Reilly seconded the motion. (Resolution No. 13-305) Motion carried unanimously.

Correspondence

- Geauga County Prosecutor Office-Copy of the Agreed Judgment Entry from the Byler case.
- Geauga County Commissioners-Three job openings: Clerk-Archives and Records, Part-Time attendant Pleasant Hill, and Transit Driver
- Geauga County Emergency Plan-The Fiscal Officer received a CD from Geauga County with the Emergency Plan. She will send a copy to the Fire Department, and a hard copy Will be made and CD downloaded to the Computer.
- Biosolutions- Water samples Community House negative.
- Geauga County Board of Elections- Election levy results from the November election.
- Geauga County Engineer-Address change for 18965 Rutland Road to 19033. Information given to the Zoning Inspector
- Bureau of Workers Compensation-Letter indicating that Parkman Township is eligible for a 2% rebate based on use. Also, there could be a possible rebate performance bonus of 2%, if certain criteria are met including attendance of a class and paperwork submitted before June 30, 2014. Jon Ferguson will review this information.

Departmental Reports

- Fiscal Officer
 1. Purchase Order Request-The Fiscal Officer reported that there were several purchase order request for the end of the year.
 - a. Nuts and Bolts-A motion was made by Jon Ferguson, seconded by Kevin O'Reilly to approve 120.00 dollars to Hemly Tool for nuts and bolts. (Resolution No. 13-306) Motion carried unanimously.
 - b. Fire Department Training-A motion was made by Jon Ferguson, seconded by Nancy Ferguson for 200.00 dollars to UHHS for Stacy Raymond training. (Resolution No. 13-307) Motion carried unanimously.
 - c. Fire Department Telecommunication Maintenance Agreement- A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 360.00 dollars to Advanced Wireless Telecommunication for maintenance agreement. (Resolution No. 13-308) Motion carried unanimously.
 - d. T-Post for snow fence purchase-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 330.00 dollars to Bylers Feed for T-Post purchase. (Resolution No. 13-309) Motion carried unanimously.
 - e. Fuel Nozzle-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 100.00 dollars to Tractor Supply for fuel nozzle. (Resolution No. 13-310) Motion carried unanimously.
 - f. Cable Ties-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 120.00 dollars to McMaster- Carr for cable ties. (Resolution No. 13-311) Motion carried unanimously.
 - g. Fire Department Bay Door Repair-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 250.00 dollars to Door Works for repairs and maintenance. (Resolution No. 13-312) Motion carried unanimously.
 - h. Tire Repair-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for up to 400.00 dollars to Kauffman Tire for two re-caps and one tire repair. (Resolution No. 13-313) Motion carried unanimously.

- i. Truck repair-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 50.00 dollars to Bradford Neal for repairs and parts. (Resolution No. 13-314) Motion carried unanimously.
 - j. Fuel purchase-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 4000.00 dollars to Western Reserve Farm Co-Op for fuel. (Resolution No. 13-315) Motion carried unanimously.
 - k. Fire Department Tanker Service Contract-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 775.00 dollars to Countryside Truck Service for Tanker preventive annual service maintenance service contract. (Resolution No. 13-316) Motion carried unanimously.
 - l. Squad repair and safety check-A motion was made by Jon Ferguson and seconded by Kevin O'Reilly for 636.01 dollars to Countryside Truck Service for safety check and squad repair. (Resolution No. 13-317) Motion carried unanimously.
2. Lifeforce Management-Request for permission to send for collection. A motion was made by Jon Ferguson to send to collection account #QUASHE for the amount of 712.00 dollars. Kevin O'Reilly seconded the motion. (Resolution No. 13-318) Motion carried unanimously. A motion was made by Jon Ferguson and seconded by Kevin O'Reilly to send to collection account #LINBRI non-resident for the amount of 703.00 dollars. (Resolution No. 13-319) Motion carried unanimously. The Fiscal Officer reported that the Account Receivable Reports year to date collections has been 7642.87.
 3. New Road Department Truck-The Fiscal Officer reported that she has received the registration and temporary tag.
 4. Community House Coordinator Position-The Fiscal Officer reported that she has received one application for the open position at this time.
 5. Temporary Appropriation-The Fiscal Officer explained these are the startup funds to pay January and February bills. A motion was made by Nancy Ferguson to approve the Temporary Appropriation as presented for 2014. Kevin O'Reilly seconded the motion. (Resolution No. 13-320) Motion carried unanimously.
 6. Report Distribution-The Fiscal Officer distributed Fund Status and Appropriation Status reports to the Board.
 7. Special Meeting-The Fiscal Officer reported that there will be one more pay this month, December 30, 2013. It was decided to have a Special Meeting on December 30, 2013 at 8:00 a.m. to finish year end business. Kevin O'Reilly will place ad in the paper.

- Fire Department
 1. Maintenance and repair-Courtney Sanders reported that the SCBA masks have come in. All the masks have been checked and one was in for service. He also reported that the number 3 bay door was checked for repair. He indicated that the door did not need repair; there was a breaker tripped.

- Road Department
 1. Snow fence and snow plowing-Tom Evers reported that the Road Department has been installing snow fence and most of it is up at this time. They have also been snow plowing and expect to plow again tomorrow.

 2. Mailbox repair-Jon Ferguson reported that he received a call from a resident about a knocked down mailbox on Reeves Road. Tom Evers reported the Road Department follows the Geauga County procedure related to mailbox damage due to snowplowing. He asked for the resident information so he can go out and assess the situation and follow up with the resident.

- Zoning
 1. Permits-Permit received from the Geauga County Engineer Office for Bundysburg Road. Pre-application and permit issued for a new house on Bundysburg Road.

 2. Conditional Use-All paperwork received for a Conditional Use permit for Main Market Motors. The Geauga County Prosecutor Office signed off and approved legal paperwork. The hearing will take place at the January 14, 2014 Board of Zoning Appeals meeting.

 3. Area Variance-All paperwork is in order for variance on Reeves Road for the January 14, 2013 Board of Zoning Appeals meeting.

 4. CNC Precision Machine-Seven variances requested by CNC Precision Machine for property on Industrial Circle are set for the January 14, 2014 Board of Zoning Appeals meeting.

 5. Amen Towing-Zoning Inspector met with Robert Fisher of Amen Towing to review items for a Conditional Permit hearing. This would include but, not limited to the following: Driveway packet to be picked up and completed from the state garage on Rt. 87, Burton, and a lease agreement. The Geauga County Prosecutor Office will review the lease agreement from the owners of the Main Market property.

6. Year End Report-The Zoning Inspector presented a Year End Report of Zoning Permits to the Board.
7. Resident Complaints-Donald Villers reported there were a couple of resident complaints for a burned out property on Rt. 422, and a second property along Rt. 422. The Zoning Inspector reported that a letter has been sent to the burned out property owners, and he would check into the other property.

Old Business

- Community House-Joyce Peters reported that she has received one application for the Community House Coordinator Position at this time. The deadline for applications is January 7, 2014. Kevin O'Reilly turned in the December 2013 rental book, collections he had for December, and the key for the first floor to the Fiscal Officer. He said there were no other scheduled events for this year. Jon Ferguson reported that he had one call to schedule an event in February. All Community House books and keys have been turned over to Jon Ferguson.
- Solar Panel Repair-A repair discussed at a prior meeting is still waiting to be done. Kevin O'Reilly reported that he checked with Garry List and the part for the repair was on back order. The Fiscal Officer requested that Mr. List be informed that we do not want a repair done until after the first of the year.
- Water Softener Maintenance-Tom Evers reported that Kinetico was at the Community House to fill the chlorinator, and changed filters. He indicated they will re-check the system at a later date. He indicated that in the winter the Road Department washes the trucks and they are on the same water line as the Community House water, so there is an increase in the chlorinator use, to change this would involve some re-plumbing which would change the drawing to the EPA. It was decided not to move the garage water at this time.
- Road Department Employees policy and Procedure Manual-Tom Evers reported that all Road Department Employees have been given an Employee Policy and Procedure Manual and have signed that they have received the manual. He asked Eric Matthews to find and return the manual he was given previously.
- Plaque for Charlie Ehrhart-Donald Villers reported that the plaque has been ordered and he is waiting for it to be completed.

- Sewer District Extension-Nancy Ferguson reported that she spoke with Jerry Morgan from the Geauga County Water Department and she indicated he would prefer to have a plan for sewer extension, and was not in favor of extending the sewer one property at a time.

New Business

- Guidelines for furnishings at Community House-Setting up guidelines for accepting furniture for the Community House were discussed. A glass case had been placed on the first floor of the Community House. There were concerns regarding safety issues because of the placement of the case and the use of the room in which the case was placed. Nancy Ferguson will call to ask the donating group to remove the glass case.
- New Recycling Program-Jon Ferguson reported that he had attended a meeting about the new recycling program from the Geauga Trumbull Solid Waste Management District. He indicated they are starting a new system January 1, 2014. There will be 4-eight cubic yard bins for the containers which can be picked up and empty like garbage carts. The District can then have a set wrought to pick up the recyclables. The Township can keep its newspaper recycle, which the Township receives, approximately 65.00 dollars a month. The Geauga Trumbull Solid Waste Management District is also looking for a staging area to house about 20 containers temporarily for a distribution center. It was estimated this would be approximately 2-4 weeks. If the Township agrees to this, Parkman Township would be the first to receive its new containers. The container opening would be larger and it would be the responsibility of the Solid Waste Management District to separate the recyclables. The contract for the Geauga Trumbull Solid Waste Management District would be for 36 months and at no cost to the Township. Either party could terminate the agreement with a 30 day notice. There are no funds to the Township from the recycle material. A motion was made by Nancy Ferguson and seconded by Jon Ferguson to approve the contract from the Geauga Trumbull Solid Waste Management District for the Single Stream Recycle Program. (Resolution No. 13-321) Motion carried unanimously. There will be a sign on the containers regarding what can be put in them, and there are flyers. Joyce Peters suggested the information for the recycle be put on the Community Web Site.
- Secretary and Zoning Secretary Resignation-Kevin O'Reilly read a letter from Secretary Renee Patry regarding her resignation as Board Secretary, and Zoning Secretary with a two week notice. Her last day will be December 31, 2014. Nancy Ferguson will post and ad in the paper for these positions with resume' to be submitted by January 7, 2014. Jon Ferguson will work on making an arrangement for a temporary secretary for the January Board of Zoning Appeals meeting.

Approval of Bills and Wages

A motion was made by Nancy Ferguson and seconded by Kevin O'Reilly to pay the bills and wages from warrant #20352 through warrant #20393. (Resolution No. 13-322) Motion carried unanimously.

Adjournment

A motion was made by Kevin O'Reilly and seconded by Jon Ferguson to adjourn the meeting at 9:03 p.m. (Resolution No. 13-323) Motion carried unanimously.

Respectfully Submitted,

Approved,

Joyce Peters

Kevin O'Reilly

Fiscal Officer

Chair