

**Parkman Township Trustees**  
**Regular Meeting of February 18, 2014**

The regular meeting of the Parkman Township Trustees was called to order at 7:30 p.m. In attendance were Trustees – Jon Ferguson, Rodger Anderson and Dennis Ikeler, Fiscal Officer – Joyce Peters, Cheryl Nellis, John Spelich, Nancy Ferguson, Paul M. Komandt, Elizabeth komandt Tom Evers, Kathy Preston, Courtney Sanders, Elizabeth Sanders, Jerry Jacobs and Victoria Bacon of the Maple Leaf. The Pledge of Allegiance was recited and an agenda was distributed. Cheryl Nellis was then introduces as the new Parkman Township Secretary.

**Approval of Bills and Wages**

Dennis Ikeler moved and Jon Ferguson seconded a motion to pay the bills from warrant #20511 through warrant #20535. Motion carried unanimously. (Resolution No. 14-75)

**Approval of Minutes**

Dennis Ikeler moved and Jon Ferguson seconded a motion to waive the reading of the minutes from February 4, 2014 and approve the same. Motion carried unanimously. (Resolution No. 14-76)

**Correspondence**

- \*Brickler & Eichler Attyns at Law-Public construction projects news bulletin
- \*OSU – Appreciation letter for the use of the Community House for their training session
- \*Western Reserve Land Conservancy Newsletter
- \*Geauga County Board of Commission – three employment opportunities – Adult Day Care Aide (part time), Design Engineer Maintenance Technician, Water/Water Waste System employee- Dept. Of Water Resources.
- \*Ohio Public Works Commission – approval of \$88,000 grant for the downtown roads resurfacing project - rules and regulations.
- \* Geauga Trumbull Solid Waste – scrape tire grant to Roger Anderson.
- \* Geauga County Dept. of Health - Food Service license for Community House
- \* Ohio EPA Public Water System License for Community House

## Department Reports

### Fiscal Officer

- 1) Dennis Ikeler moved and Jon Ferguson seconded a motion to approve the January Bank Reconciliation; motion carried. (Resolution No. 14-77)
- 2) Purchase orders approved at the last meeting were presented to the trustees for signatures.
- 3) Dennis Ikeler moved and Roger Anderson seconded a motion to approve a Then and Now Purchase Order to T & T Heavy Equipment in the amount of \$1119.35 for a radiator repair. Motion carried unanimously. (Resolution No. 14-78)
- 4) Dennis Ikeler moved and Rodger Anderson seconded a motion to approve payment of \$7360.74 to the Bureau of Workers Compensation. Motion carried unanimously. (Resolution No. 14-79)
- 5) An example was presented of the new deeds for cemetery lots.
- 6) The Fiscal Officer reported that she has obtained a copy of the form to apply for Refunds of Contributions for Zoning Board members per the new membership rules of OPERS. She still needs to get more information before beginning the process.
- 7) The Fiscal Officer presented copies of the August, 2013 Certificate of Estimated Resources and the April 1, 2013 Amended Certificate of Estimated Resources. She explained the process of moving from the original budget approved by the County Auditor in August to the Amended budget approved by the County Auditor for April after the completion of the yearend closing. A Temporary Appropriation Budget is approved by the Trustees in December of the previous fiscal year based on the August Estimated Resources. The Permanent Appropriations for the new year are then approved by the trustees in February based upon the Amended Resources, sent to the Auditor and approved by him. Discussion followed regarding the various amounts appropriated to different accounts. Rodger Anderson moved and Dennis Ikeler seconded a motion to approve the Permanent Appropriations for 2014 in the amount of \$1,442,540.57. Roll call vote: Jon Ferguson-yes; Roger Anderson-yes; Dennis Ikeler-yes. Motion carried unanimously. (Resolution No. 14-80) The Permanent Appropriations will be sent to the county auditor. Jon Ferguson requested the Appropriation Status Report for 12-31-2013.
- 8) The Fiscal Officer distributed Appropriation Status and Fund Status reports.

## **Fire Department**

- 1) Purchase order numbers were requested for items discussed in the February 4 meeting.
- 2) Status of the new building behind fire station was inquired about. Building was donated by Robinson Construction.
- 3) Still working on active and non-active status.
- 4) The fire department has 10 attendees for the Class 1 Firefighter training. They are working with Chief Warner of Concord on possibly getting a grant to cover this cost up front.
- 5) The fire department had more than one occasion where we had no one to response to calls in January. Jon Ferguson asked to be kept informed of the missed calls.
- 6) A schedule of the NIMS class was presented with a request that the trustees take a class.

## **Roads**

- 1) Trees trimmed in cemetery and still need to chip those.
- 2) They have been moving a lot of snow.
- 3) The cinders are frozen.

## **Zoning**

- 1) Approved deed for the division of land from Ervin Yoder to Andy Miller this .73 acres from parcel 25-121 050. This paperwork was received from the Geauga County Planning Commission.
- 2) Pre application taken out by Robert Miller for a new house to be built on parcel number 4 on Farmington road. This parcel consist of 31 acres and is part of the small subdivision we talked about at our last meeting. Mr. Miller sub divided three other parcels from his 53 acre parcel. A zoning permit will be issued after a deed and other paper work is received.
- 3) Pre application completed by Ryan Hoar on behalf of property owners at 16445 Hosmer Road a zoning permit will be issued for a 24 by 24 detached garage.
- 4) Pre application completed by Jonas Miller of 17625 Bradford Road and a zoning permit issued for a new house and barn to be built on said property.
- 5) Pre application completed by Michale Hosteller of 17170 Farmington Road. Mr. Hosteller is putting on an addition to his home.
- 6) Just to update the Board.....John Klomefas of MC DJ Associated LLC owners of the burned out property located at 17039 Main Market returned my call. He said – he is getting bids to take down the house on Main Market. After talking to the prosecutor’s office on this matter – we

will give him 30 days to come up with bids and show good faith. After I will ask the trustees along with the Fire department and Health department to declare the property an unfit for human habitation and make arrangements abate the property. The cost of taking it down would be put on the property tax of the owners. Herewith is ORC 505.86 for your review. SEE ORC 505.86 COPY.

### **Old Business**

- 1) Job Descriptions –The Trustees discussed finalizing the job descriptions for the EMS Officer and the Fire Department. Jon Ferguson will meet with the Fire Department employees to discuss the job descriptions. Job descriptions will be finalized by the first meeting in April.
- 2) New department reporting format - Trustees asked each department to give written reports in order to stream line the meetings. They would like it to include a recap of the last two weeks and a forecast of upcoming projects and information. All requests for purchase should be made at that time.

### **New Business**

- 1) Portable building donation - Dennis Ikeler moved and Rodger Anderson seconded a motion to accept a donation from Robinson Construction in the form of a portable building. Motion carried unanimously. (Resolution No. 14-81)

Jon Ferguson moved and Dennis Ikeler seconded a motion for the donated building to be used for the fire department. Roll call vote: Jon Ferguson-yes, Rodger Anderson-yes, Dennis Ikeler-yes. Motion carried. (Resolution No. 14-82)

- 2) Spending authorization resolution and approval process - Jon Ferguson moved and Dennis Ikeler second a motion to allow the Road Department, Fire Department and the Community House Coordinator spending authorization up to \$500.00 a purchase. Motion Carried unanimously. (Resolution No. 14-83) An example of a new requisition form for purchases over \$500.00 was presented by the Fiscal Officer. Procedures to follow for requesting a purchase order were briefly discussed. Dennis Ikeler suggested a spot be put on the form for a Trustees name in case of emergency or verbal approvals. This will be added.

Jon Ferguson moved and Dennis Ikeler seconded a motion to increase the Trustees spending authorization to \$2500.00. Motion carried unanimously. (Resolution No. 14-84)

- 3) Sam's Club and Wal-Mart cards - Sam's Club and Wal-Mart tax free purchases. Joyce Peters provided the tax exempt document so Roger Anderson can follow through with getting a Wal-Mart tax free card. Jon Ferguson requested keeping the cards down to a minimum. Decisions regarding who will have cards was tabled for further thought. Rodger Anderson will now be the

purchasing agent using requisition forms to buy products for the Community House, the Fire Department and the Road Department.

4) Community House rental agreement - Two different Community House Rental agreement plans were presented by Roger Anderson. A discussion was had about the changes needed on the agreement and what procedures should be followed. The trustees agreed to go with proposal #2 with changes still to be made. The community House has 12 bookings to date and the agreement needs to be resolved. Fiscal Officer Joyce Peters requested that the Community House Fee Schedule be taken down from the Parkman website till it is resolved.

5) Parkman Paragraph distribution - The Parkman Paragraph will only be distributed to boxes occupied at the Post office. A suggestion was made that an area be put on the website so subscriptions to the Parkman Paragraph could be requested.

Jon Ferguson moved and Dennis Ikeler seconded a motion to retire to executive session for the purpose of employee compensation. Roll call vote: Jon Ferguson-yes, Roger Anderson-yes, Dennis Ikeler-yes. Motion carried. (Resolution No. 14-85)

Jon Ferguson moved and Roger Anderson seconded a motion to reconvene the meeting. Roll call vote: Jon Ferguson-yes; Roger Anderson-yes; Dennis Ikeler-yes. Motion carried unanimously. (Resolution No. 14-86)

Jon Ferguson announced that no action was taken.

Dennis Ikeler moved and Jon Ferguson seconded a motion to adjourn the meeting at 10:00 p.m. Motion carried unanimously. (Resolution No. 14-87).

Respectfully Submitted,

Approved,

Joyce Peters

Jon Ferguson

Fiscal Officer

Chair

# Draft