

Parkman Township Trustees

Regular Meeting of March 4, 2014

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

Approval of Bills and Wages

Roger Anderson moved and Dennis Ikeler seconded a motion to pay the bills from warrant #20536 through warrant #20590. Motion carried unanimously. (Resolution No. 14-88)

Approval of Minutes

Roger Anderson moved and Dennis Ikeler seconded a motion to waive the reading of the minutes from February 18, 2014 and approve the same. Motion carried unanimously. (Resolution No. 14-89)

Correspondence

*Local Public Health Systems workshop

*Ohio EPA – Reminder to take coliform water samples.

*Dr Chartrand sent the results of the employee random drug test. Test was negative.

*Otarma – Distributing one million dollars in rebates for insurance premiums. This is similar to last year. Parkman received a rebate last year of \$1711.75.

*Pearce and Leary Attorneys at Law – Sent an application for variance from Mr. Ken Klima

*Geauga Engineer – The Geauga County Commissioners passed a resolution to reduce weight limit by 33% on county and township roads.

*Geauga Board Commissions – Open position for Administrative Secretary in the office of Community and Economic Development. There is also an Administrative Secretary position in the Commissioner's Office.

*IQC – How to save time in construction procurement.

*Professional Utilities Services – carbon monoxide and gas detectors.

*Carrot Top Industries – trash bins, sign, etc

- *Geauga Senior Newsletter
- *Geauga Business – Quarterly news letter
- *Work Snow – Northeast Ohio removal work shop

Department Reports

Fiscal Officer

- The Fiscal Officer referred to an email that was sent out containing the new requisition form that will be used. A space was added for a Trustee name for emergency approvals.
- A spot was added to the reimbursement form for a vendor's name.
- Purchase orders approved at the last meeting were presented to the trustees for signatures.
- A check from Lexus Nexus will go to the Fire department fund.
- The Fiscal Officer requested that we have employees sign a payroll deduction form, for employee deductions such as health insurance.
- The Fiscal Officer presented a report from Life Force Management regarding uncollected ambulance service charges. Life Force recommended that the trustees approve collections.

Jon Ferguson moved and Dennis Ikeler seconded a motion to send to collections Account # JERPART for \$342.00 and \$17.09 dating 12-2-11. Motion carried unanimously. (Resolution No.14-90)

Jon Ferguson moved and Roger Anderson seconded a motion to send to collections Account #WALDAR for \$390.47 dating 1-9-13. Motion carried unanimously. (Resolution No. 14-91)

- The Fiscal Officer presented the Receipt report, Fund Status report, and Appropriation Status report from February. Jon Ferguson requested the Payment Listing be presented at each meeting.
- The Certificate of Total Appropriations was approved by the county auditor.

- Additional blanket certificates based upon Permanent Appropriations will be presented at the next meeting for approval.

Fire Department

- January responses were a total of 29. There were 9 fire, 13 EMS and 7 other.
- February responses were a total of 19. There were 9 fire and 10 EMS. There were 2 fire, and 1 EMS that did not get responded to. Currently the system won't tell what is a no response call or give day and time. This is being worked on.
- The new building currently has a new lock and it will be determined what its best use will be.
- There is no forecast for upcoming bills.
- They are working on a grant for fire house subs – Ohio Bureau of Workers Compensation.
- A request for a Tractor Supply credit card was made with guide lines in order to keep the Fire Department and the Roads Department separate. The Fiscal Officer suggested that keeping receipts would also keep the departments separate.
- The Fire Department asked what information the Trustees needed to consider the Fire Department for full time staffing. Jon Ferguson suggested they explain the problems they are having being run by volunteers and how a full time staff would correct that. Also considering the cost and how to measure funding. Dennis Ikeler suggested past information and their plans would be needed. Roger Anderson would like to see information on the skill level and training on the people they would consider hiring along with the availability of the people they have and/or hire.
- The procedure of a new hire was brought up in regards to driving records. The question of whether it would be ok for the new hire to get their own copy of their driving record from the BMV instead of going through Debbie Wilson. There is no cost to the person, but there is a cost to the township through OTARMA. They agreed this would be ok. Dennis Ikeler suggested we correct this in the employee manual to reflect the procedure for accepting driving record information for the employees. The Chief presented a driving record for a new Fire applicant, he has two (2) points on his license and no citations in two years. The Trustees agreed that this was acceptable. The Fire Department then requested they appoint Daniel J. Spencer. Jon Ferguson moved and

Roger Anderson seconded a motion to appoint Daniel J. Spencer to the Fire Department. Motion carried unanimously. (Resolution No. 14-92)

Roads

- The fire inspections on all three buildings is done and ok
- The Roads Department inquired about the signature on the landscape contract for lawn mowing. At this time, that hasn't been decided.
- A report was presented in regards to fuel usage going back to 07. The Roads Department explained that funds are reimbursed to the Roads Department that was paid out for the Fire Departments fuel usage.
- A PO request was made for an auger for the little truck for \$463.00. This being in the Roads Department's spending limit they were told to go ahead with the purchase.

Cemetery

- No new information at this time.

Zoning

- Proposed land split for Mr. and Mrs. Weaver of Hosmer Road. This is a flag lot of 5.3 acres however a variance request must be approved by the BZA for this to go forward. A hearing is set for April.
- A variance request has been received from Mr. Weaver of Hosmer Road. Mr. Weaver is selling the parcel to his son Nathan Weaver. This is an area request in reference to section 402 of Parkman Township Zoning Regulations. Mr. Weavers building will not meet the side lot set back requirement one the variance is granted.
- A conditional use request for Main Market Auto Sales that recessed in January has been reset for April. There were problems with pre application and request application that we hope has been resolved along with a few other problems that came up during the January hearing.
- A complaint was received on the property located at 17283 Hosmer Road. The caller reported that the owner has two dwellings and only one septic system. I met with the owner and he reassured me that a new system will be built to accommodate the second house. (this is a family issue)

- Following up on resident at 1700 Reeves Road the owner failed to construct a driveway when he built his home. Sharing of drive ways is not permitted. The land owner is looking into the problem.
- Real estate request for a parcel located at 17344 Reynolds Road they want to verify the land classification – agriculture or residential.
- Received legal description and survey map for the proposed consolidation of lots for L. Horvath. This will contain nearly one acre located at 16553 Old State Road, this information was received from the Planning Commission. After zoning reviews of the plate map and there is approval the documents will be returned to the planning department.
- Dennis Ikeler inquired about Orwell Natural Gas and the surveying. Dennis had received a message from a resident at 16663 Main Market Road asking what the surveying was for and who it was. Resident stated they were in his back yard this made him uncomfortable and wondered why this was. Dennis was unable to reach resident.

Old Business

- 1) Job descriptions - Should be ready for approval the first of April. Two changes discussed were that the Zoning Secretary and the Parkman Township Secretary both should report to the trustees.
- 2) Wal-Mart cards – Roger has already used his card for incidentals. The Fiscal Officer Joyce Peters and Elizabeth Sanders will get a card. Wayne Komandt is waiting to see if this is something he may need in the future. Tom Evers isn't sure. It was made clear that when using this card from Wal-Mart it is only a tax exempt card. Any purchases made will come out of their own pocket and have to go through the reimbursement process.
- 3) Sam's Club Card – The Fire Chief Wayne Komandt will be removed from the Sam's Club account. The Fire Chief will need to appear in person at Sams with Roger Anderson or write a letter with Township letterhead asking to be removed from the Primary and replaced by Roger Anderson. The Fiscal Officer will keep her card and Tom Evers will be removed. Roger will be responsible for picking up needed purchases.
- 4) Community House Rental Agreement – the following changes were made to agreement. A security guard will be required for all events that include alcohol. They are striking 100 in attendance for both floors. A \$150.00 refundable building

deposit is required for every event except for no charge customers. No charge customers are to sign form telling them what they are expected to take care of – chairs, trash, etc.

5) OPERS – No answer.

New Business

1) Recycling and Scrap day – Will be held on Father’s Day weekend June 14, 2014. An alternate date will be decided.

2) Memorial Day Planning – Memorial Day Trustee participation will be broken into three areas – Lower Cemetery, Upper Cemetery. This will allow all three Trustees to have a part in the Memorial Day events. The fire department will present Ed Wilson’s plaque. The next honoree will need to be selected. The list of veterans is inaccurate. The selection criteria will need to be reviewed such as - deceased, family in the area, family will need to come up with a story line about their service or military history. This will need to be reviewed before going to the community for names and suggestions on an honoree veteran for this year.

3) Parkman Personnel Policy Manual Revision – Revision will be made in the following areas. A) 5.1.A FROM - Health Insurance is not provided to employees. TO – Health Insurance may be provided to employees. B) 5.1.B FROM - Enrollment in PERS is mandatory for all employees. TO – Enrollment in PERS may be required. C) 3.5.A FROM - A regular full-time employee works forty (40) hours per week. TO – A full time employee is regularly scheduled to work forty (40) hours per week. D) 4.2.B Add a paragraph that reads - If the employee and the supervisor disagree regarding hours submitted by the employee on his/her time card, the township trustees will resolve the disagreement. E) 2.1.D Add a paragraph that reads. – Hiring of any employee, full time, part time, temporary, seasonal, and intermittent or contract must be approved by the Township Trustees prior to employment.

4) Late addition: Township Mail Boxes – A question was raised as to whether mail boxes would be a good aid to be used in corresponding with each other. In the case of appeals, the BZA will be asked for their opinion on this idea.

Public Comments

Kathy Preston asked if a No Passing sign could be put up on Nash Rd. Being a gravel road, the trustees didn’t feel a no passing sign should be put up. A Decision to order and put up a Limited Sight Distance sign was agreed upon.

Jon Ferguson moved and Roger Anderson seconded a motion to adjourn the meeting at 10:00 p.m. Motion carried unanimously. (Resolution No. 14-93)

Respectfully Submitted,

Joyce Peters
Fiscal Officer

Approved,

Jon Ferguson
Chair

