

**Parkman Township Trustees**  
**Regular Meeting of March 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, Nancy Ferguson, Debbie Wilson, Tom Evers, Roger Hanna, Russell Spencer, Paul M. Komandt, Dale Komandt, John Spelich, Courtney Sanders, Elizabeth Sanders, Bill Yoder, William Yoder, Freeman Yoder, Kathy Preston, Randell Nehamkin and Victoria Bacon of the Maple Leaf. The pledge of Allegiance was recited and an agenda was distributed.

**Approval of Bills and Wages**

Dennis Ikeler moved and Roger Anderson seconded a motion to pay the bills from warrant #20591 through warrant #20619. Motion carried unanimously. (Resolution No. 14- 94)

**Approval Of Minutes**

Roger Anderson moved and Jon Ferguson seconded a motion to waive the reading of the minutes from March 4, 2014 regular meeting minutes and to approve as amended, (Resolution No. 14-95)

Jon Ferguson moved and Roger Anderson 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 – 96)

Jon Ferguson moved and Roger Anderson seconded a motion to reconvene the regular meeting. Roll call vote: Jon Ferguson – yes, Roger Anderson – yes, Dennis Ikeler – yes. Motion carried unanimously. (Resolution No. 14-97)

**Correspondence**

\*Geauga County Board of Commissioners – Job Opportunities for temporary summer help.

\*Great Lakes trucking Co. Offering a safety course for \$6000.00

\*Commissioner – Training on Community Development Grant is available on their website; the application is due by April 11, 2014.

\*Ohio Utilities – Pipe line safety meeting to be held on April 2<sup>nd</sup>.

\*Geauga Trumbull Solid Waste – Sent posters regarding a schedule of Waste Collections in Warren

\*Ohio Township Association – Work shop being held on how to write a grant.

## **Department Reports**

### **Fiscal Officer**

- 1) The Fiscal Officer presented several blanket certificates for approval.

Jon Ferguson moved and Roger Anderson seconded a motion to approve a Then and Now Purchase Order for Consumer Life Insurance. Motion carried unanimously (Resolution No. 14-98)

Roger Anderson moved and Dennis Ikeler seconded a motion to approve a blanket certificate for \$2000.00 for travel expenses. Motion carried unanimously. (Resolution No. 14-99)

Dennis Ikeler moved and Jon Ferguson seconded a motion to approve \$500.00 for office supplies for the Zoning Department. Motion carried unanimously. ( Resolution No. 14-100)

Roger Anderson moved and Dennis Ikeler seconded a motion to approve a blanket certificate for \$3000.00 for miscellaneous expenses for the Road Department. Motion carried unanimously. (Resolution No. 14-101)

Jon Ferguson moved and Roger Anderson seconded a motion to approve a purchase order for \$463.50 to Concord Road Equipment for an auger for the Roads Department. Motion carried unanimously (Resolution No. 14-102)

- 2) Roger Anderson moved and Jon Ferguson seconded a motion to approve the bank reconciliation for February. Motion carried unanimously (Resolution no. 14-103)
- 3) The Fiscal Officer mentioned that the Community House electric bill was substantially higher than a year ago. This year's usage was 6,500 watts compared to last year at 4600 watts. After a brief discussion it was decided it was due to the extreme cold weather, but Jon Ferguson said he will study it further.
- 4) The Fiscal Officer presented the Payment listing , the Fund Status report and the Appropriations Status report.
- 5) Jon Ferguson presented a budget to forecast from in the future for the Township

### **Fire Department**

1) Fire Fighter 1 class has started

2) The department would like the building used for storage to have climate control to protect the items being stored. Looking into and getting quotes.

3) The Fire Department sent staff training and responses and other historical information in regards to permanently staffing the department to the Trustees.

4) Dennis Ikeler moved and Jon Ferguson seconded a motion to approve a purchase order to John D. Preuer & Associates for \$1,500.00 for books for the fire Fighter 1 class. Motion carried unanimously. (Resolution No. 14-104)

5) Dennis Ikeler moved and Jon Ferguson seconded a motion to approve a purchase order for Countryside for \$2,000.00 for Preventive Maintenance and repairs on Engine 4221 pumper. Motion carried unanimously. (Resolution No. 14-105)

6) Grant OBWC – Still looking into grant for automated cot system. The system lifts the cot and puts it into the EMS vehicle. The automated cot system cost \$40,000.00, the grant is worth \$30,000.00 that leaves a balance of \$10,000.00 for the fire department.

7) The Fire Department will be getting a new Tractor Supply Account. It was requested that the account should state that is for the Fire Department so not to get mixed up with the Roads Department making it easier to keep track of.

8) EMS Grant – waiting for the chief to sign to send off.

9) The Fire department will need to order a pair of boots and a helmet for Danny Spencer.

### **Roads Department**

1) Hosmer Road – same house flooding the road.

2) Freight liner is painted

3) The Roads Department put down 70 tons of material on Nash and Newcomb Road. They will be looking to get more material.

4) They do not foresee any overtime in the next two weeks.

5) Dennis Ikeler moved and Roger Anderson seconded a motion to approve a purchase order for 300 tons of 411 lime stone from Arms Trucking for \$4,725.00. Motion carried unanimously. (Resolution No. 14-106)

### **Zoning**

1) Jon Ferguson moved and Roger Anderson seconded a motion to raise John Spelich the Zoning Inspectors' salary to \$500.00 a month. Motion carried unanimously. (Resolution No. 14-107)

- 2) Pre application completed by Mr. Miller current address is Soltis Road, Mr. Miller is planning to build a new house on Farmington Rd. and a permit will be issued after further legal paper work is received.
- 3) Pre application was completed by Mr. Stoltz he also resides on Soltis Rd. he is planning a new home on Farmington Rd. and again the same paper work is needed before a zoning permit is issued. Title work and deed a long with legal description is in the works from a local title company. This is part of the Miller subdivision just off Main Market Rd and Farmington Rd.
- 4) Last month Robert Miller split out four parcels off a fifty acre parcel.
- 5) Another firm is looking to invest in the industrial park located off of Main Market Rd. preliminary information has indicated a thirty to forty thousand square foot addition to one of the existing buildings. I received a call from David Sommer and Associates of Kent requested information on the Industrial park location. 330-678-6144.
- 6) Here is an update on the burned out house on Main Market Rd. I received a phone call from the owner indicating that they are going to move forward and tearing down the house. They received bids and will do so when the weather breaks.
- 7) Zoning secretary sent out a certified letter to CNC Industry to see if their intent is to go forward with their variance requests that they applied for several months ago.
- 8) All paper work seems to be in order for the conditional permit hearing at his next month for Main Market Auto LLC.

### **Old Business**

- 1 )Memorial Day Planning – It was decided that the criteria to pick next nominee should be: the nominees don't have to be buried in our cemetery, they need to have been a long time resident of Parkman, have family in the area and the family will need to be able to write a paragraph on the honored veteran. We have enough flags, there is no need to purchase more.
- 2) Recycling and scrap day – Will be held on June 14<sup>th</sup> from 10am – 2 pm. We will use Universal Disposal as we did last year the cost of each container is \$675.00 per roll off. We will start with 4 containers we will check with Universal Disposal to see how many containers we used last year. We will not accept batteries, paint, oil, gas or yard materials. Hydroskie Tire Disposal in Brookfield will be used for the scrap tires. The cost of the tires should be covered by the grant. Roger Anderson has arranged for the Youth Baseball League to help the Roads Department with labor for this event.

3) Community House rental Agreement – Roger Anderson requested to add the Huskies Touch Down Club as a nonpaying renter. The Huskie Touch Down club holds a fish fry and all the money goes back to the Cardinal High School football team. The Trustees all agreed to allow them to become a nonpaying renter. All parties paying rent or nonpaying renters will be asked to sign an agreement regarding clean up Procedures and guide lines for what will be allowed and what won't as far as taping or pinning of decorations. The goal is to prevent as much damage to the building as we can. Any abusers will be asked not to return. These changes will take place as of Aril 1<sup>st</sup>. Dennis Ikeler thanked Roger Anderson for all the work he put into revising the Community House rental agreement.

4) Jon Ferguson moved and Dennis Ikeler seconded a motion to agree on the changes made to the Community House rental agreement. Motion carried unanimously. (Resolution No. 14-108)

5) OPERS for zoning employees – Fiscal Officer Joyce Peters has made several calls regarding the Zoning Board members change from OPERS to Social Security retirement system. OPERS has decided that employees who are paid per meeting are not considered pensionable. This starts with the 2014 year. Zoning members have funds in OPERS from their past service. Per conversations with Local Government Services, Social Security, the IRS and OPERS, they have a few options.

They can ask the township to submit a Request for Return of Unauthorized Contributions. The money would be refunded to the Township. OPERS will only refund one year. The Township would then have to refund the OPERS contribution to the employee and then pay into Social Security since it is mandatory for all workers to pay into a qualifying retirement system. This is a complicated and time consuming process since it involves going back to a previously closed accounting year. The amount refunded to the employee would be somewhere in the range of \$10 to \$20.

Another option would be for the employee to contact OPERS and request a refund of all their contributions and interest. This would not include any employer contributions, unless you are vested. And would result in penalty taxes owed, unless rolled over to another qualified retirement plan. They would also forfeit all service credit and future retirement benefits.

Finally, the employee could wait until retirement and collect all funds. Retirement age without penalty is 59 ½. If you have five (5) years of participation, you are vested and will receive 100% of employer contributions. There are no fees or penalties for leaving your funds in OPERS Pension Plan.

Zoning members should contact OPERS for further advice.

6) Sam's Club Cards – Fiscal Officer Joyce Peters along with Roger Anderson and Tom Evers of the Roads Department will each have a Sam's Club tax exempt membership card. We will review in a year to see cost savings.

- 7) Wal-Mart Cards – these cards are tax exempt only cards and will be held by Joyce Peters, Roger Anderson and Elizabeth Sanders.
- 8) Tractor Supply Account – the Roads Department account is made out to Parkman Trustees. The new Fire Department account will be made out to Parkman Township Fire department - bill to Parkman Township Trustees. This should keep the two accounts separated.
- 9) Parkman Personnel Policy Manual - revisions have been made the following areas – 2.1.D; 3.5.A; 4.2.B; 5.1.A.1; and 5.1.B.1. Secretary Cheryl Nellis will type them up and make copies for the Personnell Policy Manuals.

Jon Ferguson moved and Roger Anderson seconded a motion to approve the changes made to the Parkman Personnel Policy Manual. Motion carried unanimously. (Resolution No. 14-109)

### **New Business**

- 1) Risk Management - Debbie Wilson reviewed the recommendations made by OTARMA Insurance.
  - a. All contractors must have Certificates of Insurance
  - b. All signs should be inspected monthly
  - c. The Township needs a policy for the regularity of MVR checks. Jon Ferguson will follow up.
  - d. The playground needs all sand replaced with wood chips. Dennis Ikeler will follow up.
  - e. All other suggestions have already been complied with.
- 2) County Auditors requested the use of the Community House for Good Deeds Program. This program will be held on October 21 & 23. It will be held for all township employees and Parkman residents.
- 3) Life Force – is a billing agency only for our ambulance services they receive 7 % of what they bill. We never approved a collection agency so we now have fifteen thousand dollars in charges that need to be recovered. Jon Ferguson will be contacting Life Force and looking into this. It may take a few months to get all the information.
- 4) Sunshine Laws training – It was decided that the new secretaries should attend a Sunshine Laws training class. Jon Ferguson will get the information and pass it on to the secretaries.
- 5) Joint zoning meeting – It was decided that we should have a joint meeting. An agenda will be put together and we will proceed with plans for a joint meeting. The meeting will be scheduled on 4/22/14 at 7:00 PM at the Community House.

- 6) Jon Ferguson moved and Dennis Ikeler seconded a motion to make a donation of \$200.00 to Cory Anderson for his work on the Parkman Paragraph. Dennis Ikeler voted yes, Jon Ferguson voted yes, Roger Anderson abstained. (Resolution No. 14-110)
- 7) Paving Grant – Parkman Trustees discussed the County Engineer’s proposal for the paving of the downtown roads. The OPWC grant is for \$88,000 with a matching \$12,000 to be contributed by Parkman Township. Any cost over \$100,000 must be paid by the Township. For this reason, the Trustees decided that they would not pave Edwards, Smith and Mill Roads at this time.

Jon Ferguson moved and Roger Anderson seconded a motion to accept the OPWC grant for the improvement of Church Street, West Street, Center Street and West Park Street in Parkman Township. Motion carried unanimously. (Resolution No. 14-111)

- 8) Dennis Ikeler moved and Jon Ferguson seconded a motion to allow Eric Mathews to take March 27, March 28, and March 31 as days off without pay. Motion carried unanimously. (Resolution No. 14-112)

**Public Comments**

Some Swine Creek Road residents shared that their road has a crushed culvert pipe that is allowing water to over flow and water is going to County Line Rd creating problems for Mr. Yoder and his family. This is preventing them from working and he was wondering what it would take to get this situation taken care of. Tom Evers said he would address the situation as soon as weather would allow. He is aware of the problem and they will be replacing the crossover pipe and catch basin.

Dennis Ikeler moved and Roger Anderson seconded a motion to adjourn the meeting at 10:30 p.m. Motion carried unanimously. (Resolution No. 14-113)

Respectfully Submitted,

Joyce Peters  
Fiscal Officer

Approved,

Jon Ferguson  
Chair

