

**Parkman Township Trustees**  
**Regular Meeting of April 15, 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 W. Komandt, Courtney Sanders, Debbie Wilson, Diane Ryder, Dennis Coz, Kathy Preston, Pat Garlak, John Garlak, Audry Drago, Tom Evers, and Jerry Jacobs. The Pledge of Allegiance was recited and an agenda was distributed.

**Approval of Bills and Wages**

The Trustees signed the warrants presented. Dennis Ikeler moved and Roger Anderson seconded a motion to pay bills from warrant #20673 through warrant #20704. Motion carried unanimously. (Resolution No. 14-128)

**Approval of Minutes**

Roger Anderson moved and Jon Ferguson seconded a motion to waive the reading of the minutes from the April 1, 2014 regular meeting and to approve as amended. (Resolution No. 14-129)

Jon Ferguson moved and Dennis Ikeler seconded a motion to go into executive session to discuss employment of a public employee. Roll call vote: Jon Ferguson – yes, Roger Anderson – yes, Dennis Ikeler – yes. Motion carried unanimously. (Resolution No. 14-130)

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. (Resolution No. 14-131)

**Correspondence**

\*Geauga County Community Improvement Corporation –Geauga County 44<sup>th</sup> Annual Salute to Business and Industry Dinner to be held at St. Dennis Golf Course. The cost would be \$50.00 per person. No one will be attending.

\*Dr. Chartrand – Will be retiring and no longer will be doing the drug testing. Lake County Health Department will be doing them.

\*DAS Ohio Office of Procurement – Survey on ice removal and purchasing salt in bulk.

\*Ohio Secretary of State –Sent letter encouraging a yes vote on issue 1.

\*Crown Castle International – Has taken over the lease on the cell tower and grounds. Payments will start to come in from them as of May 1, 2014.

\*OPERS – Sent a poster that was given to Tom Evers to put up at the Roads Department.

\*Auditor Gliha – Change of address number for Rick Weikart at 16574 Farmington Rd.

\*Klima’s Attorney – Legal description of the Klima properties involved in their appeal.

\*Geauga County Engineer Joe Cattell--Ohio Public Work grant pre-application for 2015. There was also a fact sheet regarding Issue 1 which would replace Issue II road construction money.

## **Department Reports**

### **Fiscal Officer**

- 1) Previously approved Purchase Orders were presented for signature.
- 2) The Fiscal Officer presented the bank reconciliation for March.  
Dennis Ikeler moved and Roger Anderson seconded a motion to approve the bank reconciliation for March. (Resolution No. 14-132)
- 3) The Fiscal Officer asked if anyone had receipts for Shettler Printing, Cleveland plumbing or Valley Trucks. No receipts were acknowledged.
- 4) John D. Preuer & Association invoice is correct as billed due to a price increase and not including the shipping charges, according to the Fire Chief, Wayne Komandt. The Fiscal Officer will release payment.
- 5) The Fiscal Officer presented the Payment Listing Report for the warrants approved this meeting.
- 6) The Fiscal Officer presented the Fund Status and the Appropriation Status Reports.
- 7) Electric bill – According to Jon Ferguson, the increase in the past electric bill is due to the extremely cold winter and the high cost of electric heat.

### **Fire Department**

- 1) Fire Fighter 1 Class is progressing nicely.
- 2) Prior to the meeting, the Fiscal Officer presented paperwork to the Chief for the new Fire Fighter Danny Spencer.
- 3) In the future months, the Fire Department will be sorting through items in their storage areas to relocate into the new storage building. In this process, they feel they will have some items of no value to the department that will need disposed of. Dennis Ikeler believes that the proper way of going about this would be to deem the items at no value and then offer them to the public for sale. The proper procedure for disposal of assets will be investigated.
- 4) The Fire Department has implemented their policies for active/in active and progressive discipline.
- 5) Chief Wayne Komandt requested a purchase order From Fiscal Officer Joyce Peters for two pairs of boots from Warren Fire for a total of \$800.00.
- 6) The Fire Department is still trying to gather from each member their non-available hours.

## Roads

- 1) The Roads Department has been hauling stone, dragging roads and installing driveway pipe in the last two weeks. Now that it has warmed up outside and thawed, Hosmer Road seems to be doing fine.
- 2) The Roads Department feels that in the upcoming weeks, it will be doing more stone hauling, dragging roads and installing driveway pipes when possible, and has no foreseen overtime in the future weeks
- 3) The Roads Department has had some break downs and needed repairs to equipment. The JD6320 mowing tractors's fuel pump should be in on April 14<sup>th</sup>. The L-800 Old Ford had to be towed to Countryside on April 11<sup>th</sup>. It will need two rear axles. The rear end was removed and sent to Cleveland to be checked for any damages. Jon Ferguson questioned if the L-800 Ford was worth the cost in repairs or should they consider looking into a new one. Dennis Ikeler felt that after the repairs the L-800 Ford would be fine and the checking of the rear end was standard and for safety purposes.
- 4) Dennis Ikeler moved and Jon Ferguson seconded a motion to purchase 300 tons of asphalt grindings from Ronyak Brothers Paving, Inc. for \$4,800.00. Motion carried unanimously. (Resolution No. 14-133)
- 5) Jon Ferguson moved and Roger Anderson seconded a motion to purchase 30 – 3x5 American flags, 3 wooden shafts and 1 – 6x8 American flag for a total of \$896.29 from the Flag Store. Motion carried unanimously. (Resolution No. 14-134)

## Zoning

- 1) An application was completed by Robert Miller of 16568 Farmington Road permit issued for a new house and barn.
- 2) An application was completed by Mathew Dacek for a small accessory building. Further legal paperwork is needed before a permit is issued.
- 3) An application was completed by James Sasak of 1796 Grove Road this application is for a home occupation. Mr. Sasak will make architectural cable railing and wire rope assembly . This will be done on the job site. He will the house the product in an existing out building.
- 4) Planning Commission sent information on a large lot subdivision this will also include dealing with Christ Miller of Shedd Road. Parkman Zoning Board reviewed the plat maps signed and returned to the Planning Commission.
- 5) An application completed for an addition to a deck at 16727 Shedd Road. Further legal paper work is needed before a permit is issued.
- 6) An application was completed for an addition to a barn for Jamie Miller at 16647 Old State Road. A permit has not been issued until all paper work is received from Mr. Miller.
- 7) Information received from the Planning Commission that included legal description. Plat map on the Terry Nagy land consolidation located on Main Market. Planning commission is to send out further information on the consolidation.

- 8) An application was completed by Kelly Dale of 16990 Hosmer Road. This permit is for a roof over a patio and a concrete slab to extend the patio.
- 9) The Planning Commission sent to Parkman Zoning three other proposed land consolidations that included the following: Parcel 25-044700 for Freeman Kuhns located on Madison Road, Parcel 25-123130 for Levi, Ester, Leroy, and Kathryn Yoder located on Tavern Road. The last proposed division of land was for Andy D. and Kathryn Miller; this is located on Reeves Road.

### **Old Business**

- 1) Memorial Day Planning - Plans are coming along very well. Sandy Parnaby will prepare a speech about her father's military service. Jon Ferguson will be sending out the letters to the band and older veterans regarding the day's events.
- 2) Recycling and Scrap day – This event will be held on June 14, 2014 from 8:00AM until 12:00PM. The plans for this event are coming together nicely.
- 3) Mulch for the Playground – About 90 yards of mulch will be needed for the playground at Overlook Park. A decision was made to go with mulch instead of ground up rubber due to the cost. Dennis Ikeler felt that we should be able to purchase the mulch for under \$2,500.00. Reviewing a quote he received from Stock Yard Mulch for \$18.00 a yard and \$125.00 delivery per load. Thinking they would need to have four deliveries, he felt they should be able to come in under the requested \$2,500.00. It was also mentioned that the mulch will not be needed to be replaced every year.

Jon Ferguson moved and Dennis Ikeler seconded a motion to purchase up to \$2,500.00 worth of mulch for the playground. Motion moved unanimously. (Resolution No. 14-135)

- 1) Paving Project – The Trustees agreed to accept a suggested schedule for the paving project proposed by Shane Hajjar of the Geauga County Engineer's Office. The schedule is as follows. Final plans and Resolution to Order sent to Board prior to meeting on May 6<sup>th</sup>.
- 2) 5/6/14 – Board approval of plans. Sign cover of specs and resolution.
- 3) 5/13/14 – Advertise in News Herald for bids (GCE will prepare Legal Notice and sent to paper 48 hrs. ahead) Bill directly to twp.
- 4) 5/27/14 – Special board meeting to open bids. Bids received until 7:15 PM and opened same day at 7:30PM.
- 5) 6/3/14 – Board motion to award bid to lowest/best and begin contract execution.
- 6) 7/1/14 or later – Upon OPWC approval of contracts after 7/1, start construction. Duration 30 days max. Completion based on start date but end by 9/12/14 or earlier.

An ad will also need to be placed for the May 27 special meeting.

- 4) Documentation of Safe Driving Record – Debbie Wilson suggested we go through OTARMA to receive a yearly driving report for all members of the Roads and Fire Department. Each report would be at a cost of \$8.00 dollars but would be deducted from the Township payment at the end of the year. An authorization from each employee would be needed yearly to do the report and they would also need to be notarized. She felt these reports would not be able to be tampered with and would be a solid way to accurately report driving records. The Trustees decided to leave the driving reporting procedure to the employee to provide their own abstract due to the cost and additional time involved going through OTARMA. A change in the employee manual for 2.3.B.1.a was read.

“ Each year, by the end of January, all members of the Road Department and all members of the Fire Department must provide documentation to the Parkman Trustees that he/she has maintained an accepted driving record. Failure to provide the documentation will cause the member to be placed on inactive status. To be re-instated, the member must submit documentation to a Parkman Trustee. The Unofficial Driver Abstract from the Ohio Bureau of Motor Vehicles is an example of acceptable documentation. Other official documentation may be accepted at the discretion of the Parkman Trustees. If at any time a member exceeds the criteria listed below, he/she must notify a Parkman Trustee immediately.”

Jon Ferguson moved and Dennis Ikeler seconded a motion to approve the changes to driving record reporting. Motion carried unanimously. (Resolution No. 14-136)

- 5) Grounds Maintenance –The ad requesting bids for grounds maintenance did not get placed in the paper. Jon Ferguson checked with the Prosecutor’s office and was told that the township is not required to advertise for bids. Dennis Ikeler contacted 3 contractors to quote the grounds maintenance project in order to proceed as scheduled. After a discussion to determine that the quotes used the same specifications, a decision was made to hire the lowest bidder, Signature lawns and Landscaping, Inc.

Roger Anderson moved and Dennis Ikeler seconded a motion to hire Signature Lawns and Landscaping, Inc. to do the grounds maintenance for \$18,193.00. Motion carried unanimously. (Resolution No. 14-137)

Dennis Ikeler attended a meeting with Geauga Means Jobs through the Geauga Commissioners and Job and family services. Regarding a summer youth paid internship program. Geauga County youth ages 16 through 24 have an unemployment rate of 22% in Geauga County. The internship would provide paid summer help to Geauga County businesses, provided they can supervise the employee and report the number of hours worked. The interns must work at least 25 hours a week and no more than 40. And will be available from May 15 through August 31. Dennis Ikeler felt this would be a good opportunity to help out the community and Parkman Township at the same time. He suggested we start with one youth employee this summer to work with the Roads

Department. The township could request specific abilities of the youth intern and could interview and fire as they would any other employee.

Jon Ferguson moved and Dennis Ikeler seconded a motion to hire one summer youth intern employee through Geauga County Job and Family Services. Motion carried unanimously. (Resolution No. 14-138)

- 6) Joint Zoning Meeting - Will be held at the Parkman Community House on April 22, 2014 starting at 7:00 PM. Carlos Nieves requested home businesses in residential areas be added to the agenda.

### **New Business**

- 1) Change Location of Meeting – An alternate location is being considered for a future Trustees meeting to make it more convenient for some residents to attend. The new location will be decided by July.
- 2) Jon Ferguson moved and Roger Anderson seconded a motion to approve a purchase from Warren Fire for two pairs of boots for \$800.00. Motion carried unanimously. (Resolution No. 14-139)

### **Public Comments**

- 1) Debbie Wilson mentioned a distribution check from OTARMA will be coming in for \$1,768.03.
- 2) Trees across Owen Road were taken care of and it was noticed that other trees look weak.
- 3) Fiscal Officer Joyce Peters wanted to make sure the donated building was covered on the township's insurance. Debbie Wilson said she would add it to the policy but needed a value to put on it. Dennis Ikeler suggested that the buildings replacement value is about \$5000.00.
- 4) It was also mentioned that there would need to be some preliminary work done before the downtown roads paving project could start. At least 4 – 5 days maybe more would be needed.
- 5) NEC Church requested a storage space be created for their equipment, so they could stop banging up the Community House walls when moving the equipment up and down the stairs. This will be looked into. Debbie Wilson also mentioned that if we enter into an agreement with them to provide storage, they will need to carry their own insurance on the stored equipment.

Dennis Ikeler moved and Jon Ferguson seconded a motion to adjourn the meeting at 9:30PM. Motion carried unanimously. (Resolution No. 14-140)

Respectfully Submitted,

Approved,

Joyce Peters  
Fiscal Officer

Jon Ferguson  
Chair