

Parkman Township Trustees Regular Meeting of November 18, 2014

The regular meeting of the Parkman Township Trustees was called to order at 7:30 p.m. at the Community House. In attendance were: Trustees - Jon Ferguson, Roger Anderson, and Dennis Ikeler, Fiscal Officer - Kathy Clossin, John Spelich, Tom Evers, Nancy Ferguson, Mike Komandt, Shannon Portman, Dave Dillon, Shane Hajjar and Courtney Sanders.

An agenda was made available for attendees. The Pledge of Allegiance was recited. The checks were presented by the Fiscal Officer and signed by the Trustees.

* R. Anderson moved and D. Ikeler seconded a motion to pay the bills. Motion carried unanimously (Resolution No. 14- 278) (Warrants 21214– 21242)

* R. Anderson moved and D. Ikeler seconded a motion to waive the reading of the November 18, 2014 Trustee meeting minutes as written and approved the same. Motion carried unanimously (Resolution No. 14-279)

* R. Anderson moved and J. Ferguson seconded a motion to transfer \$2,500 from 1000-130-211-0000 other expenses to 1000-110-599-0000 to pay bill for the remainder of the year. Motion carried unanimously (Resolution No. 14-280)

* D. Ikeler moved and R. Anderson seconded a motion to approve and accept the Bank Reconciliation. Motion carried unanimously (Resolution No. 14-281)

* R. Anderson moved and J. Ferguson seconded a motion to transfer \$4,000 from 1000-110-130-211-0000 to 1000-110-599-0000 to pay bills for the remainder of the year. Motion carried unanimously (Resolution No. 14-282)

Guest Speakers: Dave Dillion representing the Illuminating Company spoke. He indicated that most of Parkman is under Ohio Edison, but that both companies work together to get issues resolved. Mr. Dillion spoke of the First Energy Storm Process DVD and that there are numerous videos on U-Tube concerning this subject and about smart phone applications for reporting electrical outages. He stressed the fact that they don't know when a resident or industry is out of power and he urged residents to make telephone calls and not to assume that someone else has already reported the outage. He further indicated that the more telephone calls, the more severe the problem. Mr. Dillion handed out a copy of the Communication Tools for Utility Customers with topics: Alerts offer important notifications related to power outages or bills, Get personalized account information with two-way text messaging, Mobile website and smartphone apps offer on the go access to account services, Enhanced 24/7 power center provides the most current outage information and Connect with FirstEnergy on social media. He said to visit the following web site for information www.firstenergycorp.com

Second Guest Speaker: Shane Hajjar of the Geauga County Engineers office. Topics discussed were Owen, Grove, Hobart, Shedd roads and the center of Parkman roads. He further stated that in 2011 Mike Stone presented a long range plan for our area and that some of the items in the long range plan have been met, but not necessarily on the schedule M. Stone presented. Mr. Hajjar said that in 2010 the estimate for Owen Road was \$275,000 and that in 2014 the cost for resurfacing would be in the range of \$275,000 to \$300,000 but that cost did **not** include all of the prep-work that needed to be done. He further indicated that the average cost to pave a road ranges from \$220,000 to \$240,000 per mile. D. Ikeler indicated that they need to come up with some type of a budget and a plan to get things accomplished. He further indicated that before spring (2015) they need to establish a list or a 5 year plan for the roads. There was considerable conversation about Owen Road and the costs associated with culverts, and what had previously been done concerning the land ownership and

placement of electric company poles. Mr. Hajjar said that there is no cost to Parkman Township for surveying roads and he indicated that the Board of Trustees composes a letter to survey Owen Road from specific locations, not the entire road. The bottom line is that no paving projects are scheduled for Parkman for 2015.

Fiscal Officer

- * Presented bills to be paid, purchase orders, minutes to be signed and the payment listing.
- * Emailed essential and requested reports and listings to the Trustees.
- * Bank Reconciliation and Purchase Orders and bills given for signature.
- * Attending UAN end of year close out class December 11, 2014.
- * Established a link to Bureau of Workers Compensation (Ohio) and worked with Kelly Dale to input grant information for special cot for the Parkman ambulance.
- * Met with other Fiscal Officers concerning Year End close out requirements, Full Time Equivalent calculations and Information needed for new Federal Health Care standards.
- * Met with Cemetery Sexton on reports, deeds, bookkeeping and computer entries.
- * Employer notice information from OPERS given to Trustees
- * Worked on and compiled information for Trustees and employees.
- * Unusual email received – given to Trustees, this is a spam.
- * Reminder to everyone to please Re-read the procedure for purchasing that were handed out at the October 4th meeting.
- * Closing down books and reiterated the fact that any purchases made after November 1st need to be recorded on a requisition and they need to be presented to the Fiscal Officer. Talked about the fact that purchases made after November 30th won't receive bills until after the new year and since they were 2014 purchases, ALL need to be on requisitions and purchase orders to enable payment. There was a discussion of proper planning verses emergencies pertaining to end of year spending deadlines. The deadline for making purchases for this year is December 15th, No purchases to be made after that date, prepare for this and make needed purchases early.
- * All 2013 purchase orders have been closed.

Zoning (John Spelich)

- *Received a few complaints that need to be looked into on Nelson Road and 422 area, also Bundysburg and Old State Road area.
- * Application completed by Marvin Hershberger, who intends to build a house and a barn located on the Sugar Hill LLD subdivision. Permit was issued.
- * Special Tax search request received from Lawyers title agency of Chardon, Ohio. Request was for 16695 Tavern Road and on uncertified special assessments. Zoning reviewed and returned.
- *Application completed by KR & MP LLC DBA Paradise recycling 15550 Main Market Road. The Company will have headquarters at Main Market location. Dispatch trucks and take new orders for trash pick-up and containers. J. Spelich and Parkman Fire Department members conducted a walk-thru of the parcel and building. The Fire Department is to confer with Paradise on any outstanding findings, dealing with fire regulations. A permit was issued for a change of use for the building.
- * Orwell Natural Gas is requesting an underground utilities rite-of way, the Township does not grant this, and it was referred to the county planning commission.
- * Jon Miller purchased a parcel on Nelson Road to open a business. J. Spelich is looking into his plans. He has Middlefield Pallet on Burton-Windsor Road.

* CNC Machine on Main Market update. Spoke to the owner Alex Solke concerning the consolidation of lots and surveying. He referred to construction Manager Robert Swann. Mr. Swann said they were surveyed and the paperwork was given to the Erie Title and Planning Commission for review and certification. Legal paperwork should be received within a month.

Fire Department (Mike Komandt)

- * All items received for the 2013 grant funds (SCBA's) Self Contained Breathing Apparatus
- * Cot grant has been submitted and it approved, the cot system has to be installed within 90 days after money is awarded.
- * Pump certifications are completed
- * The 2014 FEMA grant is 70% completed. Grant for the replacement of Hydraulic spreaders and replacement hoses and pre-1986 hose, requested \$60,000 in grant funds.
- * On Monday, the Local Regional Fire Marshall is going to inspect CNC and the Elementary School Rehabilitation project. The Regional Fire Marshall is considered non-biased individual.
- * Waiting on Inspection costs for Fire Units from Countryside
- * Trustees will review costs for these types of inspections from 2012 & 2013 Fund Ledgers.
- * The Mechanic should be up around Thanksgiving week or the week after for preventative maintenance on the Fire vehicles. Fire Department will obtain parts for mechanics.

Road Department (Tom Evers)

- * Filled in holes on Bradford, Reeves, Dead-end Shedd, Agler, Payne and Soltis Roads
- * Worked on the Road Department equipment
- * Plowed snow
- * In the future, they plan on getting ready for winter
- * A question regarding the placement of snow fencing on Newcomb road was expressed by D. Ikeler and he requested to see the calculations used for placement of this snow fence.
- * Need to order up to 350 tons of #57 Lite Slag for ice control from Arms trucking at \$15.85 per ton for a total of \$5,547.50
- * J. Ferguson moved and R. Anderson seconded a motion to purchase up to 350 tons of #57 Lite Slag from Arms trucking at a cost of \$15.85 per ton for a total of \$5,547.50. Motion carried unanimously (Resolution No. 14-283)
- * Need to order 200 tons at the ratio of 2 to 1 Salt and Cinders from Geauga County Engineers at a cost of \$50 a ton for \$10,000
- * D. Ikeler moved and J. Ferguson seconded a motion to purchase 200 tons of salt from Geauga County Engineers for the cost of \$50 a ton for \$10,000. . Motion carried unanimously (Resolution No. 14-284)
- * Need to purchase 2 front tires for the backhoe for a cost of \$400 from Bob Sumerel Tire
- * D. Ikeler moved and R. Anderson seconded a motion to purchase two front tires from Bob Sumerel Tire for a cost of \$400. . Motion carried unanimously (Resolution No. 14-285)
- * Need to order one air valve for L-8000 from Valley Ford for a cost of \$210.
- * One of the radios needs to go to the Factory for repairs for a flat rate of \$500 – location: Vasu Communications 2432 Ridgeland Drive, Avon, Ohio 44011-0236.
- * D. Ikeler moved and J. Ferguson seconded a motion to repair the radio at Vasu Communications for \$500. . Motion carried unanimously (Resolution No. 14-286)
- * T. Evers indicated that the Barn is almost empty of cinders. D. Ikeler said he would like to wait on the purchase of additional cinders.

Community House (Roger Anderson)

* Scheduled events at the Community House are winding down as the year ends. Two planned events. The Fire Department Feather party this Saturday and then the Chamber's Santa party.

* Heat in the community house will be 55 degrees when not in use to conserve energy.

Cemetery (D. Ikeler)

* The issues with the re-burial have been resolved.

* Outstanding issue is the overlapping headstones; it was decided to allow the overlapping footer for the one headstone.

Old Business

* J. Ferguson continues to work on Insurance costs and he presented concerns about the reported estimated OTARMA insurance replacement costs for several of Parkman owned structures. It was decided to leave all Insurance estimated replacement costs as is for now.

New Business

* J. Ferguson presented a forecast versus actual spending for the General Fund and the Road Fund. The information he presented indicates that the Township has reduced spending, but that revenues have been less this year. The ending information indicates that the end of year General Fund cash balance will have increased approximately \$40,000. The Road Fund cash balance is dependent on the winter weather and the anticipated Road cash fund balance should show an increase of approximately \$20,000. This may indicate a positive picture; however this is the lowest cash balance carryover, since 2006.

* J. Ferguson moved and R. Anderson seconded a motion to go into executive session for the purpose of consideration for compensation of public employees pursuant to ORC 121.22(g)(1) (at 9:24 P.M.). Roll call vote: R. Anderson – yes, J. Ferguson – yes, D. Ikeler – yes Motion carried unanimously. The Trustees asked the Fiscal Officer to attend the executive session.

* J. Ferguson moved and R. Anderson seconded a motion to reconvene from the executive session (at 9:40 P.M.) Roll call vote – R. Anderson – yes, J. Ferguson – yes, D. Ikeler – yes Motion carried unanimously

* J. Ferguson moved and R. Anderson seconded a motion to allow the calculation error for our employees to remain as is. Roll call vote – R. Anderson – yes, J. Ferguson – yes, D. Ikeler – yes Motion carried unanimously

Public comments

* Resident from Hosmer Road questioned the method of stone distribution on only certain parts of the road, large size of holes in the road and snow plowing just the center of the road.

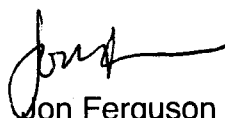
* J. Ferguson moved and R. Anderson seconded a motion to adjourn the meeting at 10:16 p.m. Motion carried unanimously.

Respectfully Submitted,

Approved by:



Kathy Clossin
Fiscal Officer



Jon Ferguson
Trustee Chairman