

## **Parkman Township Trustees Regular Meeting of February 17, 2015**

The regular meeting of the Parkman Township Trustees was called to order at 7:00 p.m. at the Community House. In attendance were: Trustees - Jon Ferguson, Roger Anderson, and Dennis Ikeler, Fiscal Officer - Kathy Clossin, John Spelich, Joan Dillon, Chas Dillon, Nancy Ferguson, Courtney Sanders, Wayne Komandt, Kathy Preston, MeriLynn Klingensmith and Brandon Reed.

- \* An agenda was made available for attendees. The Pledge of Allegiance was recited.
- \* R. Anderson moved and D. Ikeler seconded a motion to approve the signing and payment of the bills. Motion carried unanimously. (Resolution No. 15-43)
- \* Joan Dillon was recognized for contributing 28 years of service as a Volunteer Fire Fighter and Emergency Medical Technician for Parkman Township and she was presented with a plaque. She was praised by Trustees and other Volunteer Fire Fighters for her exceptional work and dedication to not only to serving the residents of Parkman, but for her never-ending willingness to assist and train others. Joan said that she was very proud to be a Parkman Fire Fighter.
- \* D. Ikeler moved and R. Anderson seconded a motion to waive the reading of February 3, 2015 regular meeting minutes and to approve the same. Motion carried unanimously. (Resolution No. 15-44)

### **Fiscal Officer**

- \* Presented bills, purchase orders, cemetery deed and minutes to be signed, emailed mail and information to the Trustees.
- \* J. Ferguson moved and R. Anderson seconded a motion to reallocate \$100 from fund 2191-220-323-0000 Repairs and Maintenance to fund 2191-220-240-0000 Unemployment Compensation to pay for Unemployment Compensation. Motion carried unanimously (Resolution No. 15-45)
- \* J. Ferguson moved and R. Anderson seconded a motion to reallocate \$3,000 from fund 2192-330-420213-0000 Operating Supplies to fund 2192-330-240-0000 Unemployment Compensation to pay for Unemployment Compensation. Motion carried unanimously (Resolution No. 15-46)
- \* J. Ferguson moved and R. Anderson seconded a motion to reallocate \$5,513.07 from fund 1000-110-122-0000 Salaries – Township Fiscal Officers staff to fund 1000-110-122-0000 Salaries – Trustees staff to place money in correct account. Motion carried unanimously (Resolution No. 15-47)
- \* J. Ferguson moved and R. Anderson seconded a motion to reallocate \$1,439.00 from fund 2191-220-323-0000 Repairs and Maintenance to fund 2191-220-381-0000 Property Insurance Premiums to pay for Insurance for the year. Motion carried unanimously (Resolution No. 15-48)
- \* Received letter from Solid Waste Management District for scrap tire grant application, this year it does not cover employee salaries. R. Anderson will complete the application.
- \* Liquor license application for Country Store on Main Market Road was presented and Trustees indicated that there was no need to request a hearing.

\*Geauga County Board of Commissioners – two job opportunities both for Maintenance worker water/waste management systems. \$16.11 per hr., one is 7 -3:30 and the other is varied hours. R. Anderson will post on community house bulletin board.

\* Medical Mutual information presented to Trustees and copies for Road Dept. concerning change in prescriptions.

\* Reminder that employees being paid monthly will have their money directly deposited this month on Friday, February 27<sup>th</sup>. If there are any problems, let me know.

### **Zoning** (John Spelich)

\* Special Tax request received from Lawyers Title Agency of Chardon, search completed for 16920 Hazy Morning Drive. Completed and paperwork returned.

\* Proposed division of land application #E-14-968 parcel 32-045400 Shrock to parcel 32-074394 Mullett containing 1.84 acres was submitted and approved by the planning commission. Troy and Parkman Township zoning approved and returned to County.

\* Proposed mini subdivision application #15-001 parcel 25-190132 received by Planning Commission for Melvin Miller's land located on Nash Road. Zoning reviewed, approved and returned the paperwork to the Planning Commission.

\* Request for a real estate classification for parcel located at 16345 Doty Road. Research of the parcel indicated that two families are living in separate houses on this property. In 2013 the Health Department found that over four hundred feet of leach field had been added without an inspection or permit. At a later time, the Health department approved the system, however the owner must comply with Parkman zoning and apply for a conditional use permit. Paperwork has been started for a permit. Note: the second house is listed by the Health Department as an outbuilding not a house.

\* Received and approved survey map and deed for land division and transfer from parcel 25-024200 Gates to parcel 25-082210 Smith consisting of 0.27897 acres.

\* Received legal description and survey map for proposed consolidation of lots held by Thomas Whiting on Old State road, 7.8 acres. A few smaller parcels were added and divided from parcels 25-118930 and 25-118941. This was a result of an incorrect land survey that caused an ongoing property line disputes.

\* Application completed for a change of use permit for the box and crate company of Middlefield Pallet, located on Parkman Nelson Road. There will also be a conditional use permit hearing.

\* Trustees approved a request for Zoning Inspector and secretary to attend March 11<sup>th</sup> off site Zoning Meeting.

### **Fire Department** (P. Wayne Komandt)

\* Inquiry about accounts for Fire Dept. donations – within the General Fund are separate donation accounts for the Departments to keep funds separate.

### **Road Department** (D. Ikeler)

\* Maintenance on trucks and equipment

\* Plowed snow and treated roads

\* Picked up Freightliner dump truck from Valley Freightliner.

\* The old Ford L-8000 truck needs springs replaced on both sides two quotes were received, D. Ikeler would like to have repairs completed at Countryside Truck for \$1,752.00 and to have other maintenance issues looked at. A requisition will be completed.

\* The Ford L-8000 truck had to be towed to the Road Garage, it quit while plowing on Newcomb Road. The fuel filters were plugged; it was re-primed and is back in service.

\* J. Ferguson moved and D. Ikeler seconded a motion to accept a donation of 40,000 pounds of salt from Armersco at a value of \$1,500. Motion carried unanimously (Resolution No. 15-49)

\* In the future, D. Ikeler will be purchasing 63 interlocking 2X2X6 blocks at \$30/block for a total of \$1,890 plus delivery to build retaining walls, creating bins for the gravel. He will submit a requisition for purchase.

\* D. Ikeler would like to look at replacing fencing on the backstops in the back field. He also indicated that the base of the bleachers needs some work, possibly cement to stabilize and keep the weeds down to reduce cutting time. T. Evers will get costs on these items.

\* A resident asked about what road projects were being proposed, the same items were mentioned as reported in February 3<sup>rd</sup> minutes.

\* Due to the freezing and thawing conditions, D. Ikeler indicated that there will be high costs for gravel for the roads this summer.

### **Community House** (R. Anderson)

\* A light cover was reported broken and the Church is looking into replacing it.

\* The church would like to move its meeting time to the afternoon for the month when Pancake breakfasts are held at the Community House.

\* Received two applications for the Custodial position and R. Anderson conducted interviews, both candidates were qualified. R. Anderson moved and J. Ferguson seconded a motion to appoint, MeriLynn Klingensmith for the Community House custodial position at \$12.00 per hour for 8 to 10 hours per week. Motion carried unanimously (Resolution No. 15-50)

\* M. Klingensmith completed and signed the pre-paperwork for a bond for Community House custodian position. Paperwork will be returned. She will train with E. Sanders for a few weeks.

### **Cemetery** (D. Ikeler)

\* In preparation for a funeral last Monday, during the treacherous weather conditions, the cemetery Sexton fell three times. He indicated that he was sore, but OK. They are looking at solutions to prevent future accidents, but the types of application are limited due to the headstones. It appears that additional stone can be scattered.

\* D. Ikeler would like to revisit the issue of drainage on the North side of the cemetery to help with mowing issues.

\* D. Ikeler would like to hire one adult and one younger person to utilize Township equipment to maintain Parkman Township grounds this year. He mentioned salaries and he estimated a cost of \$15,700 from April thru October. They would utilize his weed killer license for applications. R. Anderson inquired if benefits, unemployment compensation and other costs were figured into his calculations; D. Ikeler will do

additional research on this matter and to contract the individuals instead. Proof of insurance for a contractor was also discussed.

### **Old Business**

\* J. Ferguson led a discussion on the renewal of the Cost Recovery Contract. It was decided to continue to charge as decided by a prior year's resolution and that if the insurance company does not pay, that it would be an automatic action to begin cost recovery. Renewal signed and returned.

\* Discussion and approval for Parkman's Paramedic Guidelines, Trustees were provided copies of the proposed guidelines prior to the meeting for review. D. Ikeler moved and J. Ferguson seconded a motion to accept the Parkman Township Paramedic Training Guidelines. Motion carried unanimously (Resolution No. 15-51)

\* Fire Chief Komandt recommended that Russell Spencer be approved for the Paramedic training program. J. Ferguson moved and D. Ikeler seconded a motion to approve Russell Spencer for the Paramedic Program. (Classes begin March 16<sup>th</sup>) Motion carried unanimously. (Resolution No. 15-52)

\* Discussion held on stipend procedures. Trustees were provided copies of the proposed procedures prior to the meeting for review J. Ferguson moved and D. Ikeler seconded a motion to adopt the Volunteer Stipend procedures, effective date March 1<sup>st</sup>. Motion carried unanimously. (Resolution No. 15-53)

\* Lengthily discussion held on Fire Department Staffing issues. Trustees were provided copies of the proposed staffing guidelines prior to the meeting for review Topics included fitness testing requirements for Staffers and testing requirements for volunteers. Consistency in testing procedures for each was discussed. J. Ferguson moved and D. Ikeler seconded a motion for Parkman Staffing to begin hiring part time, day time staffing for the Parkman Volunteer Fire Department. Motion carried unanimously. (Resolution No. 15-54)

### **New Business**

\* Problems with parking in the lot across from the Post Office were discussed, along with a threatening phone call from a resident. There are issues with vehicles being parked for well over the posted times in this lot. This creates a problem with plowing snow off the lot. The snow needs to be moved to the south end of the lot so as not to obstruct vision for vehicles turning onto Route 422 and to prevent problems with water from thawing snow refreezing on the parking lot and street. It was decided that a letter be sent to residents in that area to inform them of the stipulations, violations and that different signage will be posted.

\* Soft billing was discussed and it was determined that additional communication was needed prior to any action.

### **Public comments - None**

\* D. Ikeler moved and R. Anderson seconded a motion to adjourn the meeting at 8:55 p.m. Motion carried unanimously.

Respectfully Submitted by Kathy Clossin -Fiscal Officer *Kathy Clossin*

Approved by: Jon Ferguson - Trustee Chairman *Jon Ferguson*