

## **Parkman Township Trustees Regular Meeting of January 19, 2016**

The regular meeting of the Parkman Township Trustees was called to order at 7:00 p.m. at the Parkman Community House. In attendance were: Trustees - Jon Ferguson, Roger Anderson, and Dennis Ikeler, Fiscal Officer - Kathy Clossin, Paul M. Komandt, Nina Reed, John Spelich, Deborah Wilson and John Karlovec.

- \* An agenda was made available and the Pledge of Allegiance was recited.
- \* R. Anderson moved and D. Ikeler seconded a motion to pay the bills. Motion carried unanimously. (Resolution No. 16- 37)
- \* R. Anderson moved and D. Ikeler seconded a motion to accept the minutes as written for January 5, 2016. Motion carried unanimously. (Resolution No. 16- 38)
- \* D. Ikeler moved and R. Anderson seconded a motion to approve the bank reconciliation. Motion carried unanimously. (Resolution No. 16- 39)

### **Fiscal Officer**

- \* Presented bills and wages, purchase orders, payment listing, and Bank Reconciliation and minutes to be signed, and mail and email and other information distributed to the Trustees.
- \* Paperwork for a new bank account with \$100 and specifically for the emergency needs of the Parkman Volunteer Fire Department was presented to be signed.
- \* Geauga County Planning commission requested updated information for their 2016 Directory; please look at the attached and make any updates and return to the Fiscal Officer. Deadline to return the list to the Planning Commission is February 12<sup>th</sup>.
- \* Received general causality endorsement from OTARMA with removals and additions of vehicles. Information was read by the Trustees and returned to Fiscal Officer.
- \* Geauga County Board of Elections sent draft ballot language for the 2 mill road levy for the Trustees to review, if any changes required, contact the Board of Elections.
- \* Presented the Start with Hello information from the Geauga County Probate juvenile court and was informed that the Trustees will speak to them concerning the program.
- \* Discussion on three outstanding bills for culvert work. Trustees will follow up with the Prosecutor's office on these again before making any decision.
- \* Geauga County Board of Commissioners Job Opportunities - #1912-01 Clerk/Switchboard Operator and #1712 Deputy Director - Planning.
- \* Royal Oaks Recycling was contacted, again concerning quarterly payments, no one answered the phone and a message was left for them. Payments not received for quarters ending September and December 2015.
- \*J. Ferguson stated that he was updating the Parkman contact list.

## **Zoning** (J. Spelich)

\* Zoning information request from Jerry Miller of Shedd Road on how to split two and a half to three acres of his land into a flag lot. He was given information on where to go and where to begin.

\* Received a letter from the Geauga County Auditors and Sheriff's Department concerning a problem with addresses in the county. They are looking at house numbers that are out of sequence and attempting to correct the problem.

\* Received a check for thirty dollars for a sign permit from Daniel Kurta of Kurtz Fabric on Nash Road. He failed to apply for a permit when he started the home occupation.

\* William Byler and Marvin and Katherine Kurtz of 16511 Bundysburg Road completed the paperwork for two variances for recently purchased property. The variances deal with two houses on one parcel 25-107400 and a frontage issue. One house was built about 1978 and it is unknown when the other changed from an accessory building and made into a house. There is another issue with the septic system, which the Health Department needs to resolve.

\* Received copies of the executed and approved deed and survey map for the approved consolidation of lots for property held by Marvin and Marie Wengerd for a total of 6.21 acres on parcel 25-190750. Hearing should be in March.

\* Variance hearing last week with the Board of Zoning Appeals with Rod Zeigler.

\* Variance hearing to be heard concerning the John Mark Miller property and a property line issue.

\* Short discussion on when variances are needed and how once completed, that they are associated with the property.

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

\* Tanker has been returned with the new pump installed with test indicating 100% of all capabilities.

\* The engine will be returned to full service with the new paint either this Friday or beginning of next week.

\* Troy and Parkman will begin auto aid on the non-staffed shifts beginning Feb 1<sup>st</sup>. This will work both for Troy and Parkman calls.

\* A \$0.25 an hour raise is proposed for our staffers. Troy will be proposing the same raise at their meeting tonight. This will keep Troy and Parkman at parity. Discussion held the raise and how it will keep the parity between Parkman and Troy.

\* J. Ferguson moved and D. Ikeler seconded a motion to approve a \$0.25 per hour increase for the Fire staffers beginning with the pay period beginning February 7<sup>th</sup>. Motion carried unanimously. (Resolution No. 16- 40)

\* The Chief is at University Hospital in Cleveland. His condition is not under control, but hopefully, with the move he will be back with us soon. Sam Lombardo has offered his assistance if we need it.

\* J. Ferguson will complete the information for the Parkman Paragraph for the fire dept.

\* The FEMA grant has been submitted for a possible grant of \$22,000 to replace equipment and hose. If received, Parkman's share would be around \$1,000.

\* Discussion held on how expiration dates on hose are determined, the National Consensus Standards, if the verbiage indicates should verses shall be replaced and what may occur if it is not replaced.

\* During 2015 the Parkman Fire Department received 338 calls and the Trustees were given a report with the types and totals of the calls.

\* A certificate was presented to the member who logged the most training during the year and it was presented to T. Baril.

\* Drug Test results were presented for a fire staffer.

\* Short Discussion on the hat order for the fire department. They will receive twenty-two, eight inch hats.

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

\* Crew has been handling the snowy roads.

\* They have been checking the township equipment to assure that all is prepared for use.

\* Freightliner had problems with the throttle sensor and it is back up and running.

\* The crew has been given the option to go home after their eight hour shift or to stay to finish before leaving.

\* We have been experiencing some drifting problems with the snow and we have been receiving lots of calls concerning drifting.

\* One load of cinders has been picked up and one load of slag has been delivered.

\* In the down time, we are planning what needs to be completed for spring.

\* J. Ferguson moved and D. Ikeler seconded a motion to adopt the Excavation and Trenching policy. Roll call vote – R. Anderson - yes, J. Ferguson – yes, D. Ikeler – yes (Resolution No. 16-41)

\* J. Ferguson spoke to the Geauga County Engineers about their registered professional engineers and that they are willing to provide a competent person if the skill sets are beyond those of the Parkman competent person.

\* A book with the approved Excavation and Trenching policy will be kept in the Road Department shop.

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

\* There has been a price increase from Kinetco for the contracted service calls to \$119 per service call. The non-contract service calls would be \$180 per call. It was decided that R. Anderson would sign the Kinetico contract for 2016.

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

\* No current issues, all is quiet.

### **Old Business –**

\* D. Wilson presented paperwork concerning the OTARMA renewal and costs. A short discussion was held and it was determined that the Trustees would look at the information presented and would discuss it at the next Trustee meeting.

\* Topics discussed were the changes in inventory and the new proposal for insurance; the schedules minus changes and options at the end of the paperwork. There is an

increase in coverage costs for the buildings of 2%. If approved, the paperwork needs to be signed by the anniversary date. There was a short discussion on a possible increase of liability coverage, unusual claims, and the need to provide a copy of a certificate from the monitoring company. P. M. Komandt indicated that he would obtain the copy of the certificate.

\* J. Ferguson discussed a possible PACE audit for all three Parkman buildings and it was determined that they would provide a general audit for free. He will discuss it with their representative, who is speaking at the next GCTA meeting.

\* J. Ferguson presented de minimus check approval to possibly streamline check signing for checks \$200 and less was discussed and it was determined that about twenty percent of the checks that are signed by the Trustees would fall under the de minimus check approval. It was determined that with this small percentage, that they would drop the issue.

\* Cemetery fees were discussed and J. Ferguson presented information on the current cemetery costs – Expenses without grounds maintenance were \$6,600 per year and revenue \$6,800 per year. The grounds maintenance was determined to be approximately \$13,809 per year. At present this cost is being paid from the general fund and not the cemetery fund. He also presented information on what other Townships are charging for their cemetery and it was noticed that there is a big difference in the burial charges. Further discussion was held on resident verses non-resident costs, foundation charges, and multiple site purchases. D. Ikeler will check into some things and this will be discussed at the next trustee meeting.

\* J. Ferguson gave information about the Amish Safety Meeting. He indicated that Al Yoder, Eli Byler and Paul Troyer were at the meeting and there was a good discussion and good information was presented at the well managed meeting. J. Ferguson said that he was impressed with the information and the statistics presented. One topic was to get some commonalities with the buggies, location of florescent tape and flashing lights and other safety issues.

\* Discussion held on vacating a road and an explanation was given on why this particular area was being considered for vacating.

\* J. Ferguson moved and R. Anderson seconded a motion to proceed with the following resolution: Whereas, the Parkman Township Board of Trustees desires to vacate an un-named, non-numbered road in Parkman Township as being in the best interest of the Township; Whereas, the Parkman Township Board of Trustees desires to vacate an un-named, non-numbered road in Parkman Township that extends from the easterly Right-of-Way of Norton Street, Township Road Number 476, to the westerly Right-of-Way of State Route 528; Whereas, Section 5553.045 of the Ohio Revised Code authorizes a board of township trustees to petition the board of county commissioners to proceed with a vacation of this nature. Now therefore be it resolved by the Parkman Township Board of Trustees that, pursuant to R.C. 5553.045, the Geauga County Board of County Commissioners is hereby requested to proceed with the vacation of an un-named, non-numbered road in Parkman Township that extends from the easterly Right-of-Way of Norton Street, Township Road Number 476, to the westerly Right-of-Way of State Route 528. Adopted and effective this 19<sup>th</sup> day of

January 2016 Roll call vote – R. Anderson - yes, J. Ferguson – yes, D. Ikeler – yes  
(Resolution No. 16-42)

\*J. Ferguson moved and D. Ikeler seconded a motion to rescind the original motion (15-263) made on November 17, 2015. Roll call vote – R. Anderson - yes, J. Ferguson – yes, D. Ikeler – yes (Resolution No. 16-43)


**New Business** - none

**Public comments** - none

\* J. Ferguson moved and R. Anderson seconded a motion for the Parkman Township Board of Trustees to go into executive session for the consideration of employment pursuant to ORC 121.22(G)(1) Roll call vote: J. Ferguson – yes, R. Anderson – yes, D. Ikeler – yes

\* J. Ferguson moved and D. Ikeler seconded a motion to reconvene the public meeting. Roll call vote: J. Ferguson – yes, R. Anderson – yes, D. Ikeler – yes

\* R. Anderson moved and D. Ikeler seconded a motion to adjourn the meeting.

Respectfully Submitted by Kathy Clossin - Fiscal Officer 

Approved by: Jon Ferguson - Trustee Chairman 