

**Parkman Township Trustees**  
**Regular Meeting of December 15, 2020**

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-Roger Anderson, Dennis Ikeler, and Henry Duchscherer, Fiscal Officer- Nina Reed, Fire Chief- Mike Komandt, Stacy Raymond, Jeff Raymond, and Thad Wojtasik. Courtney Sanders and Ryan Moorehead

\*The Pledge of Allegiance was recited, and an agenda was made available.

\*D. Ikeler moved, and H. Duchscherer seconded a motion to approve the meeting minutes from December 1<sup>st</sup>, 2020. Motion carried unanimously (Resolution No. 171-2020)

\*R. Anderson moved, and D. Ikeler seconded a motion to accept the real estate taxes for February and July for all of 2021. Motion carried unanimously (Resolution No. 172-2020)

\*R. Anderson moved, and D. Ikeler seconded a motion to rescind resolution No-168-20. Resolution carried unanimously (resolution No. 173-2020)

\*D. Ikeler moved, and H. Duchscherer seconded a motion to set the time for a pay period of two weeks starting at 12:01 on Sunday and through midnight on Saturday for all departments. R. Anderson stated no, Mr. Ikeler and Mr. Duchscherer voted yes (Resolution No. 174-2020)

\*D, Ikeler moved, and R. Anderson seconded a motion to place the amount of \$630.06 from the Cares Act money to the fire department for payroll. Motion carried unanimously (resolution No 175-2020)

\*D. Ikeler moved and R. Anderson seconded a motion to have a public hearing for the proposed amendment to the Parkman Township Zoning Resolution on January 19<sup>th</sup>, 2021. Motion carried unanimously (resolution No. 176-2020)

**Fiscal Officer:**

\*Approval for 2021 Real Estate Taxes for February 5, 2021 and July 23, 2021

\* GCTA meeting on January 13, 2021 at Hambden

\*Rescind resolution No 168-2020 for money to the food pantry

\*timesheets- I am leaving it up to the trustees to decide if the timesheet that I put into place will be used for the Fire Department

**Zoning:**

\* Zoning information request from the following:

A. Ashley Vincent of Title Professionals out of Chardon for A.U.G. property investments LLC parcels 25-026911 and 25-026912 both located at Grand River Drive both nonconforming lots.

B. Ohio Title out of Hudson, Ohio on parcel 26-190010 owner James and Bonnie Vaughn of 16560 Old State Road this was on a sale of property.

\*This follows up information on the Marvin Miller project. Last month Mr. Miller requested and received a variance request, Mr. Miller called the office and said he will not complete his application for a zoning permit until the spring of 2021.

\*Western Reserve Title out of Middlefield called zoning on a proposed consolidation of lots on parcels 25-190142 & 25-190045 since the parcels were vacant they did not need a zoning inspectors review, but just recently the County Auditors new policy called for the review. So, with that I met up with a Western Reserve Representative, reviewed the surveyors map and signed it.

\*I spoke to Don Hofstetter in RE: 16154 Main Market Road house fire May, 2020, Mr. Hofstetter said he is going to have the house razed and rebuild to a one single family dwelling and with the commercial property on Main Market the Tennent has moved out.

\*This is a follow up on the wood shop on Bundysburg road, according to Albert Miller the shop is closed down for now as they are replacing mufflers on the diesel engines and they are continuing to search for noise reduction equipment to cut down noise complaints from several neighbors in the area. Zoning also recommended that they apply for a conditional use to help control the noise complaints and storing of lumber outside the building.

\*Chester Gingerich failed to meet the January deadline to file for his request for a variance at his Agler Road property. An Application was sent out mid-November with no response.

### **Fire Department:**

\* New Timecard and time keeping discussion. We track every hour worked within the new software and have the ability to create timecards and export reports for hours worked and accurate pay scales for each employee.

\*We have been utilizing the new software since Dec 1, 2020. Offboarding from Firehouse was completed. Emergency reporting updated their security settings Dec 6 and we have been working through this. Voice mail was left, and an email was sent to Fiscal in reference to the new software reporting system. It was asked if the Fiscal Officer would like to be involved in the payroll training or had any questions that they would like answered. No replies, and the training has been scheduled for 29 Dec @ 1300.

\*We would like the ability to fully utilize this new software including the payroll module. A sample was sent to Mr. Anderson and Mrs. Reed for review,

- \*Small maintenance issues on apparatus are being handled internally at this time.
- \*Mr. Brant will begin Training shifts in the last half of this month.
- \*Mr. Gerhardt has completed training and is staffing.
- \*Going back to 2014, all call sheets, daily logs, and 72 personnel records were delivered to Fiscal for public records request.
- \*Received quotes for the Community House and Fire Department for pest control from Patton Pest – does not include wildlife such as skink, raccoon, or opossum. We do not believe there is any wildlife problems at either or the properties.
- \*2 sprayers and 4 gallons of disinfectant were purchased for Troy Township. Invoice was emailed to Chief Mathews at Troy Fire for reimbursement. Sprayers and disinfectant were received by Chief Mathews after all purchases were delivered.
- \*Inventory being completed for the year.
- \*Firefighter dependency Board annual paperwork? Has it been received yet?

### **Road Department:**

- \* After the snow we had we took the grader and drag to all the dirt roads to make 1 pass just to help fill some holes. There was rain scheduled for that Saturday and we will work on maintaining the roads should they open up again.
- \*ALL trucks are back at the shop and currently in working order. By the end of today the international will be fully ready to plow snow when needed. The 550 plow suffered some significant damage from the crash. The plow itself is currently unusable until I get pins and some modifications taken care of to be able and use it. Liberty welding has a large piece off it doing some welding that was needed and will have that piece back early this week. Some of the remaining hardware and pieces needed are currently 5-7 days out. The truck can salt if needed just not able to plow. It was shown and mentioned to Dennis we will need to plan for the near future 2 items. New plow blade which does not have a trip edge style blade on the bottom for the 550. The current plow blade does not work nor is designed for chip seal roads. Second is I request we investigate a tail gate style salt spreader for the International as the 550 is our only truck with capability to spread salt efficiently.
- \*Services on all trucks and equipment are about to be complete and then we will begin the repairs on many as weather changes.
- \*On behalf of the 3 of us at the road garage thank you for allowing us the purchases of new gloves, hats, and jackets it is very appreciated
- \*Thank you to the chamber of commerce for the beautiful work on decorating the township as well as the delicious cookies.

\*Hope everyone is feeling ok (Roger) and everyone has a wonderful Christmas

\*will be looking at a new plow for next year, the current plow will be used through the remainder of this year but will not be long before it needs replaced

### **Community House and Overlook Park:**

\* There are no bookings for the Community House.

\*Hess Pest Control will be servicing the facility Tuesday

\*MK Roofing will be repairing the siding on the back of the Community House. We are going with vinyl because they couldn't match the metal, there is other vinyl siding on the back and side of the structure, and we are matching that. It will hopefully be done in three weeks.

\*They removed the Porta Potty's at the park for the winter.

\*The no snowmobile signs were put up by the road dept.

### **Cemetery:**

\*Funeral on December 15<sup>th</sup>, 2020 handled

### **New Business:**

\* Timecards: New timecards were distributed to both the road department and the fire department. The road department has been using with no issues. The fire department has issues with the layout. Issues are that the pay period ends at midnight on Saturday and individuals that work Saturday into Sunday have to show time out at midnight on Saturday and then a new timesheet shows in at 12:01 on Sunday as this is the start of a new pay period. It was discussed if this should be changed.

It was also discussed if a timesheet that is accessible by the fire department in their new system can be used as the timesheet

It was decided that the pay period will still end at midnight on Saturday and the timesheet that was provided by the fiscal officer will be used.

\*Discussion about holiday for the fire department. Request that an individual that comes in at 8 am on Christmas day be paid from 8 am on Christmas day until 8 am the day after at holiday rate of pay

It was decided that after midnight on Christmas day the holiday ends therefore you will not be paid after this time.

\*Cares Act- place remainder of money \$630.06 to the payroll of the fire department

Zoning- forms will need to be signed by Fiscal Officer and trustees and an ad placed for the public hearing that will held on the 19<sup>th</sup> of January. At this meeting more documents will need to be signed.

\*Inventory- needs to be completed by the 18<sup>th</sup> of December

\*24/7 staffing of fire department- this will be looked at on a month to month basis. The fire department will continue to staff 24/7 through the first meeting in February it will be determined if it will continue.

\*Public Hearing for Zoning: will be done at the meeting on Tuesday January 19<sup>th</sup>, 2021 for the proposed amendment to the Parkman Township Zoning Resolution.

\*Amazon- It was discussed why three people need access to this account. It was stated that the fiscal officer needs access for billing and audits. It was stated that the fiscal officer and one trustee should have access not the fire chief. All orders should be done by a trustee only. It was stated that multiple people can go into a part store and purchase items, but this is not being purchased on a credit card. No change was made to the spending at Amazon.

\*Quotes for pest control show that Hess Pest is still the cheapest and they will get the job to spray the Community House and Fire Department.

\*Discussion about looking into an assistant zoning inspector. More to come with this including job description and pay rate

\*Look at hiring someone as a handyman. Look at job description and pay rate. Will be discussed more after this is done

\*Mr. Anderson stated that as of January 1<sup>st</sup> he would like to step down as chairman as his health is pushing him into this decision

**Old Business:**

\*Virtual meeting: will be in person the first meeting of the month and the second for January. Will continue to offer the meetings as virtual and look at doing the second meeting a month after January

**Resident Comments:**

\*Mrs. Raymond asked if the second meeting could be conducted on Teams as she will be out of town.

It was stated that this will still be an option for those who do not want to come down to the meetings

Mr. D. Ikeler moved, and Mr. R. Anderson seconded a motion to adjourn at 8:17 pm. Motion carried unanimously (resolution no. 177-2020)

Meeting minutes submitted by:   
Meeting minutes approved by: 