

Parkman Township Trustees

Regular Meeting November 7th, 2023

The regular meeting of the Parkman Township Trustees was called to order at 7:00pm by Joyce Peters, township trustee chairperson.

In attendance were Trustees - Lance Portman, Henry Duchscherer and Joyce Peters, Fiscal Officer - Denise Villers, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – John Spelich, Zoning Assistant – Mark Strumbly, Fire Chief – Mike Komandt, Residents - Dan Goff, Roger Anderson, John Augustine, Lynn Schiffbauer, Dale Komandt, Jerry Jacobs, Linda Jacobs, and Dylan Diemert of Parkman Fire Department.

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

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the October 17th, 2023, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to approve payment of the Ohio Ambulance grant funding at \$1.42/hr. with a balance of \$41.88 coming from the fire department budget. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #179-2023)

Joyce Peters made a motion to approve the annual subscription of Emergency Reporting software at a cost of \$2,490.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #180-2023)

Lance Portman made a motion for an open PO for 600 tons of 57 slag at a cost of \$24.75/ton not to exceed \$15,000.00. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. (Resolution #181-2023)

Lance Portman made a motion for an open PO for 200 tons of 57 limestone at a cost of \$29.95/ton, not to exceed \$6,500.00 Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #182-2023)

Lance Portman made a motion for an open PO for 20 tons of 304 limestone at a cost of \$24.70/ton, not to exceed \$550.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #183-2023)

Henry Duchscherer made a motion to make Joyce Peters the proxy for OTARMA and Lance Portman the alternate. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. (Resolution #184-2023)

Joyce Peters made a motion to contract with Windstream to install fiber optic internet at the Community House and the Road Department building. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

(Resolution #185-2023)

Joyce Peters made a motion to pay Ronyak Paving the balance of the revised contract the amount of \$56,527.82. Lance Portman seconded the motion. All voted yes, motion carried unanimously. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (Resolution #186-2023)

Lance Portman made a motion to adjourn the meeting at 8:35pm; Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the October 17th, 2023, regular trustee meeting. See *Motions and Resolutions*
- Received Job Opportunity #1906 from the County Commissioners. *Denise Villers will post it.*
- Attended the Budget Commission's meeting on November 1st concerning the "windfall" tax increase and how we can counter-act it by making reductions elsewhere.
- Prepared a letter for the Boy Scouts of America concerning the Eagle Scout project (Gaga Ball pit) of J. Craver – Trustees' signatures needed. *Lance Portman will take it to Justice Craver.*
- Spent far too many hours looking through old resolutions to see if we have anything in the records concerning FLSA (Fair Labor Standards Act) – None found. *Joyce Peters said that there's a master list of resolutions. She also said that she thinks the list should be digitalized to make it easier to search.*
- Received the NOPEC Grant (\$1,980.00) in our bank account November 3rd.
- Received the Ohio ARPA First Responder Retention Incentive (\$ 9,777.48) in our bank account yesterday (November 6th).

Zoning

1. Mark met with a Mrs. Peterson of 16539 Old State Road on a complaint that a neighbor was digging too close to her property line. Mark then talked to the contractor doing the digging and it looked like the contractor was right on the line. The contractor was digging a foundation for a 12 x 14 shed. Then about a week later, Mark was called to the same location on the same complaint. After all that, Mark did assure the Petersons everything was ok.

2. Mark did an onsite inspection of Euro Auto Sale and Parts on Main Market Road. This was a follow-up visit from several weeks back when Mark reported the lot had 33

cars for sale and 33, if not more, in the back lot being parted out. With the recent visit Mark found only 24 cars in the sales lot and in the rear only 20 cars, which was a vast improvement from past months. We did indicate to the owners that the Conditional use is up for renewal in February.

3. Mark did an onsite visit to the property owners at 16553 Old State. They wanted information on the regulations on an overhang on a building that was his barn that would be about a 10 foot by 24-foot span. Mark then explained to the person to create a sketch showing what he wants. Also, he would need to complete an application for the overhang plus the addition to his house.

4. Zoning information requested on the following:

- a. Ron Eastridge of 18072 Owen Road.
- b. Steven Bednar on his lot in Surrey Hill Allotment.
- c. Christine Shinseki 18835 Bundysburg Road.
- d. Billy Byler of 17141 Bundysburg Road.

5. An application was completed for Billy Byler of Bundysburg Road. He is planning a salvage store on his parcel. Billy said the building was to be a large shop, then he later told zoning that he was now planning a salvage outlet. So, with that an application was sent out to Mr. Byler to apply for a home occupation permit. *Mark Strumbly said that it is large. It will also need architectural drawings because it will be open to the public. John Spelich said that he also sent him the rules on working from a home occupation, including the fact that the workers have to be from the family.*

6. Application was completed by Allen Byler of Madison Road. He is planning a new house. All paperwork was in order for the more than 3,000 square foot home and a permit was issued.

7. Our final item, William Oberly was back in the office to complete an application for a second floor to his accessory building. Mr. Oberly was in the office in October when he and his wife decided to go big. With the addition, he may have to submit a professional drawing to the County Building Department. All paperwork was in order and a permit was issued.

Zoning Discussion – Joyce Peters said that she received two appeals for John Spelich for the Zoning meeting on November 14th. The trustees received a “party packet” from a “concerned resident” about the look of the township. It was also mentioned that there’s trash behind the old Pointview Tavern. After some investigation, it was determined that the trash belonged to Frozen Delite (custard stand). John Spelich said that there will be zoning hours starting at 4:00pm until 5:30pm on Wednesday, November 8th, 2023.

Fire

- Ohio Ambulance Grant funding has been received. Ms. Villers has received the spreadsheet of payments to eligible personnel. Please approve the payments as the Township has 30 days to distribute the funding. *See Motions and Resolutions.*
- Retention incentive grant should be distributing funds soon. Ms. Villers has that spreadsheet of payments as well. Please approve the distribution as there is a 30-day time restriction on this as well. *Tabled until next meeting.*
- New Hire J. Welch has started training shifts this month.
- All fire apparatus have received pump tests, tanker will be retested after some minor repairs on Nov 17th.
- Will be ordering few small items this month, no anticipated purchases in December.
- Please approve the annual subscription of Emergency Reporting - \$2,490. Mrs. Peters has a requisition in her mailbox. *See Motions and Resolutions.*
- Payroll in
- Fuel Emailed to Ms. Villers.
- Any update on the status of the CARES Act funding back to the Fire Department?
- Ordered new electronic display for front of Squad, controls emergency lighting, HVAC, scene lighting, and operations of the apparatus. This will most likely not be billed until after the end of the year \$800-\$1,100. *Mike Komandt said that it can be repaired. The ambulance manufacturer will program a new one and send it out and we will send the broken one back.*
- Began ordering EMS grant equipment.
- Currently quoting a four-gas detection meter that is needed. Should have quotes for next meeting. *Mike Komandt said that two of the sensors aren't working on the current gas meter. When he was asked why the current one couldn't be repaired, he said that it would be cheaper in the long run to purchase a new one.*

Fire Department Discussion – Any discussion was held during each section.

Roads

- We have been working on the back cut mowing as well as trying to maintain the roads.
- The services on a few of the trucks were completed during the cold and rainy days we had.
- As soon as we complete the footers in the cemetery, we will be using the hot box to fill in some holes with asphalt before the plant closes.

Roads Discussion – Lance Portman proposed stone purchases. See Motions and Resolutions.

Community House/Overlook Park

- We have 5 bookings for November and 5 for December.
- We have a Blood Drive on December 28th.
- The Elevator has been shipped so we should have it in by the middle of December.
- The Health Dept. tested the well at the Salt Dome, and it was OK. *Henry Duchscherer said that another well won't have to be drilled. He received a verbal from the testers that said that everything was fine with the soil. He asked for it in writing. They also left a propane tank there. He's just waiting for calls to be returned.*

Overlook Park:

- The Gaga Ball pit is being installed and should be done this week. *Lance Portman said that it's done now. It just needs the rules put on it.*

Community House/Parks Discussions – Any discussion was held during each section.

Cemetery

- We are currently working in the cemetery doing the footers for the headstone foundations. It did not work in our favor for a concrete truck, so we are mixing and pouring by hand.

Cemetery Discussion – Dale Komandt asked if cemetery plot deeds sold to the family were good for “forever”. He asked what happens when there isn't any family left, and if the township can get the gravesites back. Joyce Peters said that she would call the prosecutor.

2023 Real Estate Tax Reappraisal

- Joyce Peters wanted to explain this in a little more detail to any residents that showed up to the meeting. This increase happened after the county had their sexennial reappraisal of all real property. They do an appraisal every three years, but do a much closer, “eyes on” look every six years. She said that because of the skyrocketing sale prices of homes in the last three years, it has caused a reevaluation of an average of 30% across the county, but not for all of the taxes. The increase affects the unvoted/inside millage, which is 3 mills. Parkman township will get a total of about \$47,000.00 from this. To help ease the tax burden, the commissioners voted, and are reducing the JFS levy, which is one of the voted levies at the county level. The county budget commission's suggestion is for the township to abate about \$40,000.00 from other voted levies to also help ease the tax burden on residents. The trustees didn't have the paperwork from the prosecutor and auditor for our resolution, so it's tabled until

the next meeting. The paperwork is due by the end of the month. You can go to the Geauga County Auditor's website to get an estimate of what your rate will be. Joyce Peters said that the Auditor tried to send in a lower appraisal to the state, but the state rejected it.

Old Business

- OTARMA renewal/proxy – Joyce Peters has it finished. They have to vote on the proxy and alternate. See Motions and Resolutions.
- Front porch bids – Lance Portman said that we have three bids, but the handicapped area isn't included in the one bid. So far, the Miller Brothers has the lowest bid. Lance said that he would like to put it off for a little bit longer. He realized that the old coal shoot is blocked off with wood. He also needs to find someone to do the blockwork.
- Salt dome water tests – See Community House section.
- Windstream fiber – Joyce Peters said that the fiber optic installation has been on hold for a long time. Joyce asked what the cost is and what all was involved. The cost with a two-year discount would be \$126.00/month for the Road Department and the Community House, which is about a \$10.00/month increase. There is one caveat, and that is the cell phone tower. They don't know if it will affect the phones and there's no way to find out. Discussion was held. Joyce Peters proposed to go with Windstream fiber. See Motions and Resolutions.
- Methane update – Henry Duchscherer said that he called four different places, and no one has called him back. The EPA hasn't given him an answer.
- Chip/seal update – None. Joyce Peters asked Lance Portman what was spent on the roads that were chipped and sealed. Lance said that about \$34,000.00 was spent to maintain those roads before they were chip/sealed. Hopefully that money can now be used for other things in the future. The final bill from chipping and sealing was \$178,916.57. Final payment of \$56,527.82 was approved. See Motions and Resolutions.
- Credit card update – Online payment has been set up.
- Light bulbs – Joyce Peters said that one thousand light bulbs are coming to her house. (used the grant money received from NOPEC)

Old Business Discussion – Any discussion was held during each section.

New Business

- OTA Conference – Joyce Peters wants to go. Denise Villers can go. Denise will get two rooms reserved.
- FD trainee holiday pay – Joyce Peters received the payroll report and saw that the trainee was working on a holiday. Joyce doesn't think that it's appropriate for a trainee to be working on a holiday getting paid time and a half. She said that if they're not ready to be alone, then they shouldn't be there, they can train on another day that is regular pay. Henry Duchscherer said, "no training on a holiday when it's time and a half."

- 2024 Temporary Appropriations – Joyce Peters said that she would like to get them done earlier this year. She asked Denise Villers if she could have something done by December 1st.
- Year End Closing needs – Joyce Peters asked Denise Villers what she needed to close out things for the year. Denise said to keep any purchasing minimal. Denise will do a printout to see what PO's need closed out.
- Inventory – Joyce Peters said that we were a little behind last year. She couldn't print out anything because her computer/internet isn't working. She hopes to have the sheets for the next meeting. Lance Portman asked when evaluations are scheduled. Joyce said in December if Lance would like.
- Speed study on Madison Road – Henry Duchscherer had a speed study done in the 40mph section of Madison Road because he was hoping to have the speed limit dropped to 35mph. After the study was done, he said it was found that at least 80% of people did the speed limit, so they won't be dropping the speed limit.
- Ohio Broadband Presentation – Joyce Peters and Henry Duchscherer attended a meeting on broadband in Ohio. This is a program that would bring internet to under/unserved areas in Ohio. The money would go to whichever provider would bring the internet to the areas, not to the townships. The internet providers do a five-year program to help make sure that people have good internet. The state ultimately chooses who the internet provider is.

New Business Discussion – Any discussion was held during each section.

Public Comment

- Roger Anderson said that fiber will affect the phones if the internet goes out.
- Jerry Jacobs asked about the chimney on the community house.

Motion to adjourn: Lance Portman at 8:35 p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on November 21st, 2023, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Submitted by Denise Villers, Fiscal Officer

Meeting Minutes Approved by  _____

