

Parkman Township Trustees

Regular Meeting December 5th, 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 Assistant – Mark Strumbly, Road Superintendent – Eric Mathews, Residents - Dan Goff, Roger Anderson, John Augustine, Lynn Schiffbauer, Dorrie Keough, Gail Duchscherer, Justice Craver, Mike Craver, Amanda Garrett, Russell Spencer from the Parkman Fire Department, and Ann Wishart from the Geauga Maple Leaf.

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

Eagle scout candidate, Justice Craver, who built the Gaga ball pit, came to the trustee meeting. He presented a picture of the finished Gaga ball pit and a sign of the rules and donor's names on it. He just needed a paper signed by the trustees.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the November 21st, 2023, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to adjust the previously approved budget for 2024 (as changed by our tax levy adjustments) and send a copy to the county Auditor. Henry Duchscherer seconded the motion. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. Motion passed unanimously. **(Resolution #198-2023)**

Joyce Peters made a motion to increase the Road Department wages as follows: Superintendent – \$25.06/hr.; Joe Rager – \$21.77/hr., and new hires will start at \$19.00/hr. with a raise to \$20.00/hr after their probationary period of 90 days. This is effective January 1st, 2024. Henry Duchscherer seconded the motion. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. Motion carried unanimously. **(Resolution #199-2023)**

Joyce Peters made a motion (seconded by Lance Portman) to go into Executive Session at 8:01pm. *It is necessary to adjourn to executive session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.* They came back into regular session at 8:06pm. Joyce Peters motioned to appoint Henry Duchscherer to the unexpired trustee term (2 years remain). Lance Portman seconded the motion. All voted yes, motion carried unanimously. **(Resolution #200-2023)**

Joyce Peters made a motion to reinstate life and disability insurance to the employees who have medical insurance. Lance Portman seconded the motion. All voted yes, motion carried unanimously. **(Resolution #201-2023)**

Henry Duchscherer made a motion to adjourn the meeting at 8:21pm, Lance Portman seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the November 21st, 2023, regular trustee meeting. *See Motions and Resolutions.*
- We are officially enrolled in the OTA Township Education subscription for 2024. *This gives all township members and associate members access to all current and past webinars.*
- Received a Public Request for the timecards of all three road department employees from February 2023 to present. *Denise Villers pulled it out. There are 60 plus pages that Denise will have to scan for this “concerned resident.”*
- We need to declare a proxy for our healthcare (Medical Mutual). *Joyce Peters asked if it could be Denise Villers. The other trustees were in agreement. Denise was okay with this.*
- Received Certificate of Results of Election from the Geauga County Board of Elections for our tax levy (passed.)
- Pre-registration and hotel accommodations completed for Joyce Peters and Denise Villers to attend the 2024 OTA Winter Conference (February 7 – 9, 2024)
- We need a resolution (the last step in the process) to adjust our previously approved budget for 2024 to include the adjustments made for the Revaluation mitigation. *See Motions and Resolutions.*
- I’ve begun the process of preparing our Temporary Appropriations for 2024.
- Hess Pest Control offers a 5% discount for pre-payment for services for 2024. Do we want to participate? (We did last year)
- The next Geauga County Township Association dinner meeting is Wednesday, January 10, 2024, in Auburn township. Who is able to attend?

Zoning

11/29 Met with a resident at 16417 Old State concerning an accessory building. After review, it was explained to him on the way he wanted to do it, that a variance would be needed. The resident decided to change his plans to where a variance would not be needed. A permit was issued on his revised plans.

11/29 Zoning continues to follow up on few more non-conforming property issues.

12/2 Correspondence between Zoning and property owner C. Huffman located on 422. The complaint was that the property is unkept. A letter of violation was sent. The property owner responded to the violation letter. He was concerned with such a sudden decision. *Joyce Peters asked if he had previous warnings. Mark Strumbly said that he had been spoken to about this matter in the past.*

12/2 Mark Byler has tentatively reached an agreement with Don Hoffstetter on leasing part of the Herman Pickle building (previously Wach Electric) to create retail sales of his cabinet building business. The lease is currently being reviewed by Mr. Byler’s attorney.

12/2 The Amish gentleman that is interested in the Parkman General Store continues to be in negotiations to acquire the property outright.

Zoning Discussion – Mark Strumbly had emailed the trustees about a Zillow listing on an address on Bundysburg Road that's not on the Auditor's website. The realtor is advertising the property and building as a party center, warehouse, barn, etc. Henry Duchscherer told Mark to call the Auditor's Office.

Fire

- All ARPA programs from the state have been paid out to eligible personnel.
- Payroll in
- Fuel turned in for November 2023.
- The pressure relief valve on the tanker was rebuilt by the mechanic and pump will be retested in the next week or so. This is the second time that this has been completed in the past 8 years.
- Please approve a One Year preventative maintenance and service contract to Stryker. This will cover both heart monitors and Lucas CPR device. Total cost of 4796.93. This will cover all equipment from 12/2023 through the entire 2024 calendar year. *This was done at the last meeting.*
- The following equipment will need to be purchased after the beginning of the year:
 - Assorted fire hose
 - Three sets of structural PPE
 - Multi-gas detector
- The Community House and Road Department alarm systems will be tested on December 11th & 12th. *Russell Spencer said that there is a delay because there were never any drawings done.*

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

Roads

- The roadside mowing has been completed. I will be servicing the tractor and taking the mower off of it so we can better drag the roads this winter.
- Unfortunately, the calls are coming in about the dirt roads. I am working to keep the stone bins full and when it stops raining, we will try to drag or grade the roads if able. Working on the roads and equipment are the main items I plan to try and keep up with.
- The grader will not come out onto the roads if there is not at least 3-4 days of no rain in the future. We will try to maintain by spreading slag and dragging.
- The International is currently getting worked on by getting the oil cooler replaced.
- Everything went well for our first major snow event. *Joyce Peters asked Eric Mathews how long they were out with just the two road department guys. Eric said that they were out for about 10-10 ½ hrs. Joyce said that they have three weeks of ads in the paper to hire a third crew member.*

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 5 bookings for December and 4 for January. *There is a blood drive on December 28th from 10am – 3pm.*
- The elevator is on schedule and should be done by Christmas.

Overlook Park:

- None, very quiet.

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

Cemetery

- There is a burial tomorrow.

Old Business

- Road Department Wages – Joyce Peters said that they built raises into the 2023 budget, but they never gave the raises. She said that their wages weren't even in the ballpark of being competitive. Joyce believes that they should be competitive with area road departments, as she fears that they won't get any applicants. She made a spreadsheet and handed it out to the other trustees and fiscal officer. Joyce has a proposal at what to start at and ideas moving forward. Lance Portman had wages from area road departments. Discussion was held. See Motions and Resolutions.
- Evaluations: additional-Asst Zoning; Asst Sexton – Joyce Peters has the forms for everyone.
- Issue 2 – This is the “marijuana for pleasure” bill that passed. Joyce Peters said that they heard from the prosecutor, and that the township may want to limit sales. The OTA came out with guidance and are having a webinar on December 7th. Joyce Peters will send a link to the other trustees. This bill takes effect on December 7th. Lance Portman asked if it can be prohibited first, then the restrictions taken down. Joyce Peters said no. Resident Roger Anderson said that he heard on the news that it could take up to a year before anyone could get a license to sell it.
- Windstream – Joyce Peters said that on December 6th, they are coming out to do a site survey between 10am – 12pm. Joyce Peters thinks that she can be at the community house. The technician is supposed to call when they are on their way. The internet is fixed. It turned out that the second internet line was controlling the road garage.
- Facility Management/Maintenance book – Joyce Peters thinks that we need to have facility information written down and that one person should be in charge of the book. For example, how things are hooked up and who to call for what, etc.
- Yearend – Joyce Peters asked if Denise Villers needed anything for the end of the year. Denise said that she has gotten a start on things.

- Speed limits – Henry Duchscherer had a speed limit study done on Newcomb Road. It was determined that the speed limit will stay at 45mph. It was also determined by the County that on the three chip-sealed roads, the 35mph signs are to be taken down and the default speed limit of 55mph or “prima facie law” will take effect. Henry said that he will ask to have speed limit studies done on those roads in the spring. Joyce Peters asked how they could remove the slower speed limits, because she thought that chipping and sealing roads was maintaining the roads, not improving them.
- Election Results – Joyce Peters called the Board of Elections and was told that the officials had just had a meeting. The two voted trustees have to appoint a trustee for the unexpired term. See Motions and Resolutions.
- Response to Letter to the Editor – Joyce Peters read a verbal statement in response to the person who wrote a letter to the editor in the Maple Leaf about their opinion on open burning.
- Blighted properties – Henry Duchscherer received a report that there may be a building that qualifies for one of the grants that is available to take care of buildings in disrepair. Lance Portman said that it's on Reynolds Road.
- Methane tests – Henry Duchscherer said that he's having a difficult time getting results from anyone. He even said that now it's hard to determine if anyone even did the testing.

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

New Business

- 2024 Temporary Appropriations – See Fiscal Officer section.
- Life & Disability Insurance – Denise Villers was in communications with the insurance agent who discovered that in 2020, the Life and Disability was dropped. This only affected those who had medical insurance. They aren't sure how it happened. Denise asked if this is something that the Board wanted to reinstate. See Motions and Resolutions.
- NOPEC electric rates – Joyce Peters received an email from NOPEC. Their standard program will be at \$0.066 through May of 2024. This is just information for those that have NOPEC.

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

Public Comment

- John Augustine mentioned that he sees small trees growing in the gutters on the Salt Dome building. He also suggested putting videos with the manuals.

Motion to adjourn: Lance Portman at 8:21 p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on December 19th, 2023, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by 