

Parkman Township Trustees

Regular Meeting January 2nd, 2024

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, Fire Chief – Mike Komandt, Residents – Roger Anderson, John Augustine, Lynn Schiffbauer, Jerry Jacobs, and Ann Wishart from the Geauga Maple Leaf.

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

ORGANIZATIONAL MEETING

A motion was made by Henry Duchscherer and seconded by Lance Portman to appoint Joyce Peters as Chairman Pro Tem.

Vote: All Yes

Resolution #001-2024

A motion was made by Henry Duchscherer and seconded by Lance Portman to appoint Joyce Peters as Chairman of the Parkman Township Board of Trustees.

Vote: All Yes

Resolution #002-2024

A motion was made by Joyce Peters and seconded by Lance Portman to appoint Henry Duchscherer as Vice-Chairman of the Parkman Township Board of Trustees.

Vote: Two Yes, Henry Duchscherer Abstained

Resolution #003-2024

A motion was made by Henry Duchscherer and seconded by Lance Portman to follow the guidelines for public meetings per ORC121.22 as amended and enacted on Resolution #187, dated December 17, 1985.

Vote: All Yes

Resolution #004-2024

A motion was made by Joyce Peters and seconded by Lance Portman to appoint Henry Duchscherer as representative to the Health District Advisory Committee with Joyce Peters as alternate.

Vote: All Yes

Resolution #005-2024

A motion was made by Joyce Peters and seconded by Henry Duchscherer to appoint Lance Portman as the Designated Employer Representative to the Geauga County Drug and Alcohol Consortium Committee

Vote: All Yes

Resolution #006-2024

Creation of Liaisons for Departments – The following assignments were made by a motion from Joyce Peters and seconded by Henry Duchscherer

	<i>Primary</i>	<i>Secondary</i>
Community House & Parks	<u>Henry Duchscherer</u>	<u>Joyce Peters</u>
Fire Department	<u>Joyce Peters</u>	<u>Henry Duchscherer</u>
Zoning	<u>Henry Duchscherer</u>	<u>Lance Portman</u>
Road Department	<u>Lance Portman</u>	<u>Henry Duchscherer</u>
Cemetery	<u>Lance Portman</u>	<u>Joyce Peters</u>

Vote: All Yes

Resolution #007-2024

A motion was made by Henry Duchscherer and seconded by Lance Portman to re-enact the brine resolution of May 15, 1985, for brine application on Parkman Township roads.

Vote: All Yes

Resolution #008-2024

A motion was made by Henry Duchscherer and seconded by Lance Portman to approve the signing and payment of the bills and wages for the year 2024

Vote: All Yes

Resolution #009-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer to set the holiday schedule as follows:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Thanksgiving Day, date after Thanksgiving, Christmas Day.
(total = 11)

Vote: All Yes

Resolution #010-2024

A motion was made by Henry Duchscherer and seconded by Joyce Peters to reimburse out-of-township business road mileage based at the IRS rate for business miles @ \$0.67 per mile.

Vote: All Yes

Resolution #011-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer to pay the Parkman Township Board of Trustees and Fiscal Officer by the method of salary in 2024.

Vote: All Yes

Resolution #012-2024

Employee Hospitalization:

A motion was made by Lance Portman and seconded by Henry Duchscherer that Parkman Township provide hospitalization insurance (along with vision, dental, and life insurance coverage) for full-time road department employees; and that there will be a payroll deduction of 7% of the premium coinsurance for each full-time road department employee for said insurance. The premium coinsurance applies to any trustee or fiscal officer who elects to receive the same health insurance coverage.

Vote: All Yes

Resolution #013-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer that Parkman Cemetery Rules and Regulations remain unchanged.

Vote: All Yes

Resolution #014-2024

A motion was made by Henry Duchscherer and seconded by Lance Portman to appoint Albert Dale Komandt as the Cemetery sexton with a salary of \$150.00 per month.

Vote: All Yes

Resolution #015-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer to appoint Angela Fox as the Assistant Cemetery sexton with a salary of \$150.00 per month.

Vote: All Yes

Resolution #016-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer to pay Charles Ehrhardt \$250.00 annually as the Bundysburg Cemetery caretaker.

Vote: All Yes

Resolution #017-2024

A motion was made by Joyce Peters and seconded by Lance Portman to appoint Lynn Schiffbauer as the Community House Coordinator with a salary of \$1,200.00 per month.

Vote: All Yes

Resolution #018-2024

A motion was made by Joyce Peters and seconded by Henry Duchscherer to appoint Stacey Urbanowicz as the Township Administrative Assistant with a salary of \$300.00 per month.

Vote: All Yes

Resolution #019-2024

A motion was made by Joyce Peters and seconded by Henry Duchscherer to pay the Parkman Township Fire Chief, Mike Komandt, an annual salary of \$8,000.00 in 2024, to be paid equally on a quarterly basis.

Vote: All Yes

Resolution #020-2024

A motion was made by Joyce Peters and seconded by Henry Duchscherer to pay the Parkman Township Fire Captain, Russell Spencer, an annual salary of \$3,000.00 in 2024, to be paid equally on a quarterly basis.

Vote: All Yes

Resolution #021-2024

A motion was made by Joyce Peters and seconded by Lance Portman to pay the Parkman Township EMS Officer, Tanner Baker, an annual salary of \$1,200.00 – payable after November 30th.

Vote: All Yes

Resolution #022-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer to pay the Parkman Township Volunteer Firefighters a stipend of \$40.00 per call for responding to a fire/EMS call.

Vote: All Yes

Resolution #023-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer that Zoning fees remain unchanged.

Vote: All Yes

Resolution #024-2024

A motion was made by Lance Portman and seconded by Henry Duchscherer to appoint John Spelich as Parkman Township Zoning Inspector and to pay the zoning inspector a monthly salary of \$720.00 with a mileage stipend of \$75.00 per month.

Vote: All Yes

Resolution #025-2024

A motion was made by Henry Duchscherer and seconded by Lance Portman to appoint Janis Helt as Parkman Township Zoning Secretary with a salary of \$680.00 per month.

Vote: All Yes

Resolution #026-2024

A motion was made by Henry Duchscherer and seconded by Lance Portman to appoint Mark Strumbly as Parkman Township Assistant Zoning Inspector and to pay the assistant zoning inspector a monthly salary of \$350.00 with mileage stipend of \$75.00 per month.

Vote: All Yes

Resolution #027-2024

A motion was made by Joyce Peters and seconded by Henry Duchscherer that the Zoning Commission and Zoning Board of Appeals stipend will be paid at the rate of \$30.00 per meeting attended. (Not to exceed \$360.00 per person per year)

Vote: All Yes

Resolution #028-2024

A motion was made by Lance Portman and seconded by Joyce Peters to re-appoint Brian Mullins to the Board of Zoning Appeals for the five-year term ending January 1, 2029.

Vote: All Yes

Resolution #029-2024

A motion was made by Henry Duchscherer and seconded by Joyce Peters to re-appoint Dennis Coz to the Board of Zoning Appeals for the five-year term ending January 1, 2029.

Vote: All Yes

Resolution #030-2024

Meeting Motions and Resolutions

Lance Portman made a motion to approve the December 19th, 2023, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to accept the 2024 Temporary Appropriations Budget as presented with the discussed adjustment. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes (**Resolution #031-2024**)

Joyce Peters made a motion to approve the October 2023 Bank Reconciliation as presented. Lance Portman seconded the motion. All voted yes, motion carried unanimously. (**Resolution #032-2024**)

Joyce Peters made a motion for an Blanket PO(BC-1) for up to \$25,000.00 for fire department vehicle maintenance and repair. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (**Resolution #033-2024**)

Joyce Peters made a motion to approve of Matt and Jackie Welch and Dylan Diemert to attend the Firefighter 2 class at Howland Training Center. Lance Portman seconded the motion. All voted yes, motion carried unanimously. (**Resolution #034-2024**)

Joyce Peters made a motion to go into ~~Executive~~Executive Session at 7:54pm. Lance Portman seconded the motion. All voted yes, motion carried unanimously. 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 8:15pm. (**Resolution #035-2024**)

Lance Portman made a motion to adjourn the meeting at 9:21pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the December 19th, 2023, regular trustee meeting. See *Motions and Resolutions*.
- Temporary Appropriations for 2024 need approved. *The trustees went over everything. See Motions and Resolutions.*
- Bank Reconciliation for October 2023 needs approval. See *Motions and Resolutions*.
- The next Geauga County Township Association dinner meeting is Wednesday, January 10, 2024, in Auburn Township. Seven of us are attending.
- Notice received from Middlefield Banking Company concerning a "Security Incident". *They didn't expand on what the incident was.*
- Received price quote for life insurance from OTARMA - still waiting for costs for disability insurance. *Denise Villers has the pricing for life insurance, but not disability.*
- Had to "pay back" BWC grant - \$7,271.25 (included in our monthly billing for Worker's Comp). *They said that they didn't get the information that they needed. Mike Komandt said that he spoke to the person at BWC in September. Denise Villers said that this came through in November. Mike Komandt claims that their requirements were fulfilled and that they have a hiccup in their grant system.*

Zoning

1. Byler's Business Services out of Rome Ohio submitted an application on behalf of Raymond Slabaugh of Bradford Road. Mr. Slabaugh's existing home has a crawl space and what they want to do is raise the house and build a basement. They are also remodeling the outside of the house. All paperwork was in order and a permit was issued.
2. Byler's Services second application has Mr. Slabaugh planning an 80 foot by 160-foot horse barn. The plan calls for a 6,400 square foot second floor. An agriculture permit was issued for the first floor and a zoning permit was issued for the second floor. All of this is pending the County Building Inspection department approval of the drawings. Zoning talked to the County and alerted them of the forthcoming plans.
3. Last week Mark and I, along with Henry, talked about the Doty Road project. Then, after getting further clarification from Lance we found that the County Engineer's office submitted a first plan, and a second plan is in the works or may be completed at this time. Lance may have some further information on the project. *Lance Portman hasn't heard anything yet. Joyce Peters asked if they submitted the first plan and to whom did they submit it to? Lance Portman had the plan and he pulled it out.*
4. Non-Compliant letters were sent out to the following: Ricky Trendel and/or son who is living at his home on Old State Road, James Baril on McCall Road. Thaddeus Wojtasik

on Owen Road, Dustin Porter of Madison Road. And Curt Huffman of Nash Rd. received his final letter. His packet will be going to the Prosecutors office for further legal action. A reminder letter was sent out US EURO AUTO on Main Market on their upcoming CONDITIONAL USE.

5. Mark Byler is still pursuing a contract to develop his cabinet business on Main Market Road.

6. Old Graham store is still up in the air.

7. It looks like Dixie may have a buyer for her property on Main Market Road. While talking to David Miller, he said he has a partner to help out on the financial end of the deal and they will continue to pull out the large trailers and the smaller food trailers.

8. There are two permits pending at this time, one with David Miller of 15505 Agler Road. He is planning a 3,000 square foot ranch home.

9. Aaron Miller of 16899 Newcomb Road is planning up to a 1,500 square foot addition that may be an in-law suite.

Zoning Discussion – John Spelich said that they will have zoning hours on Wednesday January 3rd, 2024, starting at 4:00pm.

Fire

- Finished the year with 490 total incidents.
 - 317 EMS with 106 transports
 - 57 Motor vehicle crashes
 - 173 Fire
- Please approve the firefighter/EMS job description that was emailed for all to review. New captain and chief descriptions are in process and will be available for the next meeting. *Joyce Peters asked why Mike Komandt sent out job descriptions. Mike Komandt said that there wasn't any. Joyce Peters said that they need more time to look them over.*
- Request blanket PO for vehicle maintenance and repairs in the amount of \$25,000 for the year as was approved last year. *See Motions and Resolutions.*
- We need to schedule the squad in for service prior to the next meeting.
- All EMS grant paperwork was uploaded prior to the end of year. Plan to receive the approvals and acceptance before the next meeting.
- Request approval for three personnel to attend a firefighter I transition to firefighter II course through Howland Training Center in Howland, Ohio this spring. Cost is reimbursable at the end of 2024 if this is not a free class offered by the training center. *See Motions and Resolutions.*
- We will be required to change our reporting software in 2024. This will increase our cost for the software to approximately double the cost now. We do not plan on making the switch until late spring or early summer. *Henry Duchscherer asked*

who was requiring it. Mike Komandt said that the company is being bought out by another company. Mike doesn't know what the cost will be. This will be revisited when Mike has more information.

- Request a copy of the approved budget for Parkman township as well as a copy of the temporary appropriations for 2024 via email for review.
- The water heater went bad, it is leaking.
- The next round of AFG federal fire grants opens soon.

The trustees adjourned to go into Executive Session at 7:54pm They returned to their regular trustee meeting at 8:15pm. See *Motions and Resolutions*.

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

Roads

- Happy New Year to all.
- We are still working on servicing and making repairs to equipment as we have the time.
- We have been trying to keep up with maintaining the roads. Mother nature is not working in our favor so far. I have stone ordered; we are just waiting for it to be delivered so we can get it out on the roads. As the roads thaw from the overnight freeze, we will be dragging them and trying to maintain them as much as possible.
- We have some areas where we have standing water, and we will be trying to fix these areas as well as cutting the berm on some of those roads if the weather allows.
- Please understand that we are at the point of the season where the use of the grader is going to be very, very limited due to the increased chance of doing more damage than good to the road. We will continue to do our best and make the roads the priority when we can.

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 2 bookings for January and 2 for February.
- The elevator should be finished this week.
- Economy Door came and fixed the lock on the front door.
- They got 15 pints of blood at the Blood Drive. *They wanted 22 pints of blood. Discussion was held on possibilities why they didn't reach their blood goal.*

Overlook Park:

- They put up the no snowmobile signs.

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

Cemetery

- None

Cemetery Discussion – Any discussion was held during each section.

Old Business

- CARES money – Joyce Peters received a final determination. The trustees are allowed to transfer \$141,090.43 back to the fire fund. That is all that they've been approved to transfer.
- Fleet report – Joyce Peters submitted it.
- Evaluations reminder – Joyce Peters reminded everyone that they are due next meeting.
- Road Dept applicants – Received two applications. They are young. Lance Portman wants to know when the last of the ads are out before he schedules any interviews. Joyce Peters asked Lance if he was ok doing interviews on his own. Lance said that he would like Eric Mathews involved. Discussion was held on whether they are willing to pay for new hires to get their CDL's.
- NOPEC grant – The grant is for \$250.00. Joyce Peters didn't have a chance to go online. After some discussion, Joyce will put in for the Easter Egg Hunt to be sponsored.
- Issue 2 – The trustees are still waiting on the prosecutor. OTA has developed a couple of draft resolutions. Joyce Peters passed out a draft copy to prohibit adult use operators. Discussion was held. Joyce wants to send the draft to the Prosecutor's office to see if they can use it.
- Doty Road – Resident Kyle Wagemon contacted Joyce Peters to make sure that the trustees were still working on it.
- Inventory – Has been completed. Joyce Peters said that according to the requirements, it's supposed to be done by the first Monday in January. Joyce asked where it's supposed to go. Lance Portman said he will call the County Engineer's Office to see if they want the list.

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

New Business

- Microphone system for trustee meetings, etc – Joyce Peters asked if they should get microphones/speakers. Most said no. Discussion was held. Joyce said that she thinks they should at least look into the cost of it.
- EPA Grant for salt runoff – This is a grant to help with the salt runoff on the roads after they've been salted in the winter. Joyce Peters received an email about this.
- March Elections – Joyce Peters spoke with them today. Kathy Allen will be the point person. She is requesting 24hr notice for delivery of equipment. Joyce Peters spoke with someone at the Board of Elections and told them that they also want 24-hour notice.

- Fire Department Staffing – Mike Komandt brought up the possibility of the part-time firefighters/EMT's receiving benefits. Joyce Peters brought up the concern about having a minimal number of staff and running out of hours because of FSLA laws being 1500hrs within a year's time. For example, at this time, there are 3 personnel that would easily go over the 106 hours for a two-week period and would max out on hours quickly at this rate. Discussion was held. Joyce Peters wants Mike Komandt to provide the trustees with the costs and a budget that would include payroll including overtime, estimates for benefits as well as how staffing could work. Joyce would also like spreadsheets with rolling hours on everyone.

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

Public Comment

- John Augustine said that the spire on the gazebo looks bent. He was informed that it's being worked on.

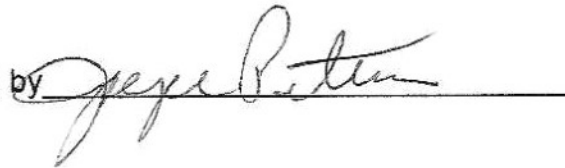
Motion to adjourn: Lance Portman at 9:21 p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on January 16th, 2023, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by

A handwritten signature in cursive script, appearing to read "Joyce Peters", is written over a horizontal line.