

Parkman Township Trustees

Regular Meeting January 16th, 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 and Joyce Peters, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Fire Chief – Mike Komandt, Resident Brandon Reed, Russell Spencer of the Parkman Township Fire Department, and Ann Wishart from the Geauga Maple Leaf.

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

Meeting Motions and Resolutions:

Joyce Peters made a motion to approve the January 2nd, 2024, regular meeting minutes and Lance Portman seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to approve the use of internet auctions to dispose of unneeded equipment for 2024. Lance Portman seconded the motion. All voted yes, motion carried unanimously. **(Resolution #036-2024)**

Joyce Peters made a motion to adopt the Resolution from the Prosecutor's Office to prohibit adult use cannabis operators in Parkman Township. Lance Portman seconded the motion. All voted yes, motion carried unanimously. Roll Call: Joyce Peters – Yes, Lance Portman – Yes **(Resolution #037-2024)**

Joyce Peters made a motion to accept the proposal for Basic Life Insurance and Accidental Death and Dismemberment and Short-Term Disability benefits at the cost of \$25,000 for the 13-week duration for full time employees. Lance Portman seconded the motion. All voted yes, motion carried unanimously. **(Resolution #038-2024)**

Joyce Peters made a motion to accept the new Firefighter/EMT job descriptions for Parkman Township Fire Department. Lance Portman seconded the motion. All voted yes, motion carried unanimously. **(Resolution #039-2024)**

Lance Portman made a motion for an open PO for 400 tons of #57 slag at \$24.75/ton, not to exceed \$10,000.00. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. **(Resolution #040-2024)**

Lance Portman made a motion for 40 tons of 411 limestone at about \$26.00/ton, not to exceed \$1,200.00. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. **(Resolution #041-2024)**

Joyce Peters made a motion to adjourn the meeting at 8:26pm, Lance Portman seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the January 2nd, 2023, regular trustee meeting. See *Motions and Resolutions*.
- Received price quotes from disability insurance from OTARMA – there are a lot of choices/variables. *They were printed out.*
- 2023 year-end process continues.
- W-2 forms will be out this week.
- Received corrections from UAN on tax tables for 2024. *Joyce Peters asked what that meant. Denise Villers said that they hadn't received the updated tax tables.*
- Received letter from the Budget Commission giving us “kudos” for our response to the 2023 Reappraisal on inside millage.
- Processed *Public Records Request* for timecards/payroll sheets for our Road Dept. for 2023.
- Submitted our request (Resolution 188-2023) to Geauga County Auditor's office for Tax Advances for 2024.

Zoning

1. Don Gattrell came to the Zoning office a week or so ago and completed an application for a home occupation permit. All paperwork was in order and a permit was issued.
2. Local vendor permit was issued to Mike Nester of Geneva, Ohio. Mike is planning to sell Cleveland Browns clothing, blankets etc. Sales location is near the old Gulf gas station.
3. David Miller of 15505 Agler Road completed an application on a proposed 3,000 square foot ranch home. All paperwork was in order and a permit was issued.
4. Zoning sent out a letter to the Geauga County Health Department and the Geauga County Building Department requesting that they perform inspections on the building located at 16268 Main Market Road, known to many as Graham's Parkman Country Store. Following a discussion, it was decided that Zoning should start the process to force the owners to clean up the building or tear it down. The owner, Amin Tushar resides in Princeton, TX. The county health and building inspection departments will do their inspections this week. Ms. Tushar is asking \$225 k for the property.
5. Zoning received an e-mail from Afun D. Singh M.D., partners and owners of the Day Care Center located on Madison Road, also known as the old Parkman School. The doctor said they are moving the day care out of Parkman and relocating to Middlefield. The intent is to open a small plastic injection mold business in the old school; however, the school is zoned commercial, and the plastic injection is an industrial based category. I spoke to the doctor, and he is to bring more information to Zoning dealing with the project.

6. A non-compliant letter was sent out to Melvin Gingerich & Jake and Betty Byler of 16390 Farley Road. It's been reported that a mobile trailer has been parked on the driveway of the Farley Road property and it's been reported that it's being lived in. The letter was sent to get a response from the owners of the property and the status of the trailer.

7. Byler Business Service out of Rome Ohio completed an application on behalf of Chester Yoder for a proposed 2,900 square foot house at 17510 Reeves Road. All paperwork was in order and a permit was issued.

8. Ben Byler Feed and Seed of Nash Road completed an application for a 48 by 48 Tent to house some of his inventory (is to be temporary), and the application was also for a 3 by 3 sign. He is to bring in a site plan to better show Zoning the tent location. Permits were issued for the sign and tent.

Zoning Discussion – Any discussion was held during each section.

Fire

- Please approve the firefighter/EMS job description that was emailed prior to the last meeting for all to review. There have been no questions or concerns about the description brought to my attention over the last two weeks. *See New Business.*
- The squad received new preventative maintenance and brakes.
- 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.
- The water heater was replaced by Ben Franklin Plumbing, appears it was covered under warranty. Two more years remaining on warranty of the original unit. *Haven't received a bill.*
- AFG grant cycle opens at the end of the month – We have a need that will be requested, 5% local funds required if grant is awarded. *Mike Komandt said that he would like to put in for a grant to help pay for an exhaust removal system.*
- Active911 subscription was renewed.
- Will be requesting a BWC grant to cover the cost of the three new sets of firefighter protective gear before the next meeting. All three new personnel will have to be measured for accurate fit. *Mike Komandt said that he will try to get a BWC grant to pay for the gear. The estimated cost will be between \$8,000 - \$10,000.00.*
- Resolution to dispose of unneeded, excess equipment via internet auction in 2023. *See Motions and Resolutions.*

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

Roads

- As we all know the weather has not been the best for us. I am aware of the condition of the dirt roads as well as some of the paved roads. As soon as there is any possible chance, the dirt roads will be the first and top priority to maintain and work on followed by cold patching the paved roads. I spoke with Bob Humr and he has the hot box and is offering the cold patch to us free if we are willing to work together cold patching holes in both townships. We can use the extra hand here, but he was also advised that the dirt roads here are first priority.
- The International is currently down while the hydraulic power unit for the truck is off and being looked at. Multiple tests were completed on the unit in house. Thank you to Tony from Middlefield, who was able to narrow down where our issue was at no cost. The unit is being looked at this week at no charge and the company will call with their findings before any repairs are made.
- With the cold weather we have been completing more services on the trucks and equipment when unable to be on the road.

Roads Discussion – Lance Portman requested more stone. See Motions and Resolutions.

Community House/Overlook Park

- We have 2 bookings for January and 2 bookings for February.
- The elevator is functional, and we are waiting on Tim Yoder to finish the cosmetics which should be this week. It then has to be inspected by the State before we can use it. *Mike Komandt said that the phones and smoke detectors have to be tested before the state can do their inspections/testing. The elevator phone "button" has to be programmed to a number (it has to be decided who's going to answer that number, either Gillmore Security or the Sheriff's Office), then tested before any other inspection can be done.*
- ODOT changed the person who is in charge of the transfer of the Salt Dome. I spoke with him this week and he will get back to us with the plan. *The trustees have to give ODNR the first opportunity to take the "Salt Dome" property before the trustees can officially accept it.*
- We passed our latest water test with the EPA.

Overlook Park:

- Quiet, nothing to report.

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

Cemetery

- We had a full burial this past Saturday 1/13

Cemetery Discussion – None

Old Business

- Road department applicants – Lance Portman asked if the ads were still out. Denise Villers said that they were finished this week. We still only have the two applicants. Lance will set up for the interviews.
- Issue 2 – Joyce Peters sent in a sample resolution to the prosecutor's office after the last meeting. Not long after that, they sent their version of a resolution. Joyce Peters spoke with the assistant prosecutor and was informed that they don't need all three trustees to vote on the resolution. Joyce read the resolution and explained that they can't prevent people growing, possessing, or using cannabis at home. See Motions and Resolutions.
- Life and disability quotes – Joyce Peters had four different quotes with different prices with differing times off for disability for full time employees of Parkman Township. Joyce asked if this included life insurance for the trustees. Denise Villers said that the trustees are eligible for life insurance, but not disability insurance. Discussion was held. Joyce also looked at the budget and discussed with Denise Villers that some things would have to be moved around in different funds. Joyce also asked Denise if the CARES money had to be re-submitted to the Auditor to be included in the budget for 2024. Denise said to be safe she would contact the Auditor. See Motions and Resolutions.
- Inventory – Joyce Peters is almost completed. She's changed it in many ways and cleaned it up. She passed out copies of the updated list and explained the changes.
- Paragraphs – Joyce Peters asked what date they are due. No one was really sure. Lance Portman will write a section for the Road Department and Joyce will write for the section on behalf of the trustees that she usually writes.
- Evaluations – Joyce Peters asked if everyone was finished. Lance Portman said that he wasn't able to have Dale Komandt or Angela Fox to sign their evaluations since they were completed over the phone.

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

New Business

- Firefighter job descriptions – Joyce Peters said that they are lengthy. Mike Komandt stated that when they hire someone, they have to be able to perform everything that's in there. Joyce Peters said that she's concerned that it could hamper his hiring people. Mike stated that the good thing is that when they hire someone from a career place, their job description at their full-time employment is more in depth than this one. Mike Komandt said for example, if the description says that they will wash a vehicle or fuel a vehicle to a certain level after a call, then they need to. Joyce Peters asked Mike Komandt if that should be in the fire department's SOP's (Standard Operating Procedures). Mike Komandt said, "yeah." See Motions and Resolutions

- CH Keys – The trustees are looking into a keyless system for the doors to get into the Community House. They have looked into the pricing of both getting keyless doors installed vs. having them rekeyed and having multiple new keys made. Joyce Peters decided to table the subject until Henry Duchscherer returns.
- Security guard pricing – Joyce Peters said that Tom McLaughlin from the Sheriff's Office informed her that the pricing is \$45.00/hr for a four-hour window. On major holidays, the price is \$67.00/hr with a four-hour minimum. This is payable by either cash or check paid directly to the officer.
- Boundary and Annexation Survey (BAS) completed – Joyce Peters submitted it online, in the same manner that has been done for the last 40 years. This is where we look at a map and confirm that our boundaries haven't changed.
- Legislative update – This is Omnibus HB 315. The OTA has been promoting for many years. It has many provisions that townships need help with. It has multiple grants available as well as programs on how to write for the grants.
- Wooden chair repairs/missing pieces – Tom Peters, Joyce Peters' husband is repairing the wobbly wooden chairs from the meeting room.

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

Public Comment

- None.

Motion to adjourn: Joyce Peters at 8:26 p.m., Lance Portman seconded, all yes.
Meeting adjourned.

Next meeting on February 6th, 2023, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by

