

## Parkman Township Trustees

Regular Meeting April 2<sup>nd</sup>, 2024

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

In attendance were Trustees - Joyce Peters, Henry Duchscherer, and Lance Portman; Fiscal Officer – Denise Villers; Fire Chief – Mike Komandt; Assistant Zoning Inspector – Mark Strumbly; Road Dept. Supt. – Eric Mathews; Residents – Dan Goff, Brandon Reed, Roger Anderson, Lynn Schiffbauer (Community House Coordinator), John Augustine, and Ann Wishart (Gauga County Maple Leaf).

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

### Meeting Motions and Resolutions:

Lance Portman made a ***motion*** to approve the March 19<sup>th</sup>, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a ***motion*** to approve the March 28<sup>th</sup>, 2024, (work session) special meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters motioned to approve the purchase of replacement gas monitors (and accessories) from Johnson Fire Equipment at a cost of \$3,817.86. Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously. (**Resolution #055-2024**)

Henry Duchscherer made a motion to approve the contract with Zeigler Earthworks for 80 tons of ballfield mix installed at Overlook Park at a cost of \$4,000.00. Lance Portman seconded the motion. All voted yes, motion carried unanimously. (**Resolution #056-2024**)

Lance Portman made a motion to accept the proposal from Fishel-Downey-Albrecht & Riepenhoff LLP attorneys-at-law to update/create our policy manual and employee manual as discussed in our work session / special meeting on March 28, 2024. Cost is not to exceed \$12,000.00. A roll call vote was taken: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. Motion carried unanimously. (**Resolution #057-2024**)

Joyce Peters motioned to approve / accept the Geauga 9-1-1 Final Plan as presented by the Geauga County Commissioners. Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously. (**Resolution #058-2024**)

Joyce Peters made a motion to designate the CARES Act transfer to the Fire Fund as follows: \$120,000.00 to the salary fund and the remainder to the matching of Social Security and Medicare. Henry Duchscherer seconded the motion. All voted yes; the motion carried unanimously. (Resolution #059-2024)

Lance Portman made a motion to accept Proposal #1 from Suit-Kote for the chip-seal on short Shedd Road for \$24,735.68. Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously. (Resolution #060-2024)

Lance Portman made a motion to accept Proposal #2 from Suit-Kote for the chip-seal maintenance coat on Barnstable and Amblaire Roads for \$28,203.68. Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously. (Resolution #061-2024)

Lance Portman made a motion to accept Proposal #3 from Suit-Kote for the chip-seal of Payne Road for \$39,439.48. Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously. (Resolution #062-2024)

Lance Portman made a motion to accept Proposal #4 from Suit-Kote for the chip-seal of Rutland Road for \$36,824.96. Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously. (Resolution #063-2024)

Lance Portman made a motion to accept Proposal #5 from Suit-Kote for the crack sealing of various paved roads within the township for \$13,282.50. Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously. (Resolution #064-2024)

Lance Portman made a motion to adjourn the meeting at 8:50 p.m.; Henry Duchscherer seconded the motion. All voted yes - motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the March 19, 2024 regular trustee meeting
- Approve the minutes for the March 28, 2024 work session / special meeting on Policies with Ben Albrecht
- Received one *Job Opportunity* notice from the County Commissioners
- OTA (Ohio Township Association) membership fees due by June 1<sup>st</sup>. Do we want to add any affiliate members? Currently have Fire Chief Mike Komandt and Zoning Inspector John Spelich – Do we want to add any other township employees, such as Mark Strumbly, Stacey Urbanowicz... They would then receive the OTA News magazine. *Add Mark Strumbly and Eric Mathews*

- Received report from Life Force of non-collectible accounts (for EMS) – We need to respond if we agree or disagree... *Fire Chief Komandt will review and respond*
- Received from the Geauga County Board of Commissioners an Ohio Division of Liquor License Hearing request for Parkman Market Express. The Parkman Township Board of Trustees needs to advise if the Board wants to request a hearing or not. *No hearing requested.*

Response needed to Geauga County Commissioners concerning the approval of the *Gauga County 911 Final Plan, ORC 128.06* (copies given to trustees last week) (See Meeting's Motions & Resolutions)

### Zoning

1. Received from Planning a legal description and survey maps on property held by Andy & Edna Fisher & Matthew D. Detweiler with parcel #25-020700 containing 26.2 acres and conveyed to John Fisher parcel #25-020600. Then comes a consolidation of 68.3 acres which is part of #020700 (Fisher) and all of #020700 containing 20.9 acres.
2. Zoning received requests or information on the following:
  - (a) parcel #25-190273 located on Hosmer Road Keller-Williams real estate.
  - (b) parcel on Nash Road and a split on Bundysburg Road
  - (c) Mike Derifield is looking at proposing a non-conforming parcel in "Parkman Heights." There seems to be a problem with the proposed lot split on the non-conforming lot. John is to meet with the Planning office Monday or Tuesday to resolve the issues.
3. David Kurtz of 16470 Farmington Road completed an application for an addition to his house. All paperwork was in order and a permit was issued.
4. Zoning is looking into a few problems at 16310 Madison Rd. (southwest corner at Shedd Rd.) The owner of the record is Diversified Developing LLC located out of Aurora. Zoning sent non-conforming letters to the two renters as well as Diversified Developing. The letters noted that there were 4 vehicles including a Winnebago with the engine removed as well as two trucks and a car. Zoning will send out the three letters ten days apart and move it on to the Prosecutor's office.
5. Zoning e-mailed Ed Gorbacki, Chief Engineer of the Speedway project. He said they are still looking into it.
6. Jack Trethewey of 17201 Bundysburg Road completed an application on a proposed pavilion (16' x 60'). His site plan and other paperwork was approved by Parkman Zoning. A permit was issued.
7. Jerry Byler completed an application on behalf of Aden Miller of 17424 Reeves Road. Mr. Miller is planning to add a second floor (1000 sq.ft.) to his ranch style home. All paperwork was in order and a permit was issued.

- 8. The BZA will meet in regular session on the 9<sup>th</sup> of April. The request to hear the variance has to do with a parcel on Reynolds Road. A landscaping company from Middlefield wants to relocate on Reynolds Road, which is Residential, and the business is Commercial. Mark Strumbly contacted Nelson Township Zoning to make them aware of the situation.

**Zoning Discussion** – Any discussion was held during each section.

Fire

- BWC approved our request for gear and two sets have been ordered.
- Mr. Kirby completed pre-hire testing and will start training shifts on Friday.
- Siren was received and the invoice was turned in.
- Obtained quotes for new gas meters. Best and most regionalized were chosen for purchase from Johnsons Fire Equipment. Includes calibration system to keep units in service for years to come. Approve purchase at meeting. (See *Meeting’s Motions & Resolutions*)
- Will need to replace helmets and some boots for some personnel this spring. Will have quotes next meeting.

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

Roads

- While we had a dry spell we graded and drug all the dirt roads. Once the rain passes. we will be right back out on them.
- We have been able to get some more ditching done to keep moving on the roads we are looking to complete this year. While ditching we have been removing and replacing some field culverts and secondary drive culverts that are blocked, collapsed or the owners want removed so the restriction of water flow isn’t compromised.
- The grader was taken to Overlook Park and graded the parking lot and driveway to the parking lot and then stone was spread on it.

**Roads Discussion** – Any discussion was held during each section.

Community House/Overlook Park

Community House:

- We have 2 bookings for April and one for May. We have a Blood Drive May 23<sup>rd</sup>.
- Eric Bacon/ Villers Advanced Electric will do an electrical audit at the Community House on the switches/plugs on April 10<sup>th</sup>.

Overlook Park:

- We have 2 bookings for May and 2 for June.  
We received quotes on ballfield dirt. *We would like to include weekly dragging of the ballfield. It's thought that this would help with grass and weeds on the infield. (See Meeting's Motions & Resolutions)*
- Norm Bender will be giving us a quote on residing the Pavilion with metal.
- We purchased a set of bases for the ballfield.

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

Cemetery

None

Old Business

- A. Tables / racks, chair racks; changing table  
Looking into buying 6' round tables for 2<sup>nd</sup> floor and racks for storage. Also looking into buying mobile racks for the folding chairs. We may need to adapt the doorway into the storage room. Lynn Schiffbauer was instructed to order a changing table for the 1<sup>st</sup> floor women's restroom (there's already one in the 2<sup>nd</sup> floor women's restroom)
- B. Rental agreement changes (copied the agreement used in Troy Township)  
Deposit needed to hold the date / Increase the security deposit from \$200.00 to \$250.00 Renters will forfeit the security deposit if they have alcohol without having a security guard at their event.
- C. CH Job description clarifications needed; key lockbox  
The Road Dept. will take care of the water softener. Fire chief will take over the monthly elevator testing
- D. ODOT contract  
The contract has been reviewed by our APA Sheila Salem. Henry is still awaiting the last of the environmental testing results before we agree to take possession.
- E. NOPEC ideas  
Their grant registration is upcoming – need some ideas for energy conservation projects. Possibly replacement windows at the Road garage...
- F. Statewide zoning legislative action (being explored in the Ohio House)  
600 townships have their own zoning and others use their county's zoning regulations. This legislation would possibly take away all local zoning.
- G. OPWC  
We need to work with our County Engineer's office on possible road projects to finance through OPWC.
- H. Drywall completed – Invoice?  
Invoice has not yet been received

- I. Electrical inspection / audit  
Henry Duchscherer will meet with electricians on April 10<sup>th</sup>

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

**New Business**

- A. Facebook artwork  
Joyce Peters spoke with the artist (Gregg Siracki) who has granted the township permission to use his artwork
- B. Special meeting on policies  
cost estimate came in at \$8-10,000.00 – up to \$12,000.00  
(See Meeting’s Motions & Resolutions)
- C. Anthem revision of contract? – N/A
- D. Geauga County 9-1-1 Plan approval (See Meeting’s Motions & Resolutions)
- E. CARES distribution (See Meeting’s Motions and Resolutions)
- F. Road improvement bids  
Proposals received from Suit-Kote for 5 separate road projects for chip-sealing and crack-sealing (See Meeting’s Motions and Resolutions)
- G. Floral wreaths for Memorial Day  
Henry will contact Burton Floral about artificial flowers in the wreaths
- H. Sewer  
Henry’s request for a senior discount was denied.  
Supposedly the Parkman Industrial Park is finally going to get connected to our system.
- I. OSHA is proposing major changes (unfunded mandates) for fire departments  
The 2021 NFPA is being incorporated with comprehensive medical programs; vehicle retirement based on age only; qualifications; resource allocation...

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

**Public Comment**

Roger Anderson asked about road dept. resumes (none received) Questioned the necessity of a CDL since we have two trucks that don’t require the CDL. Possibly send the new hire to CDL courses after a couple years. Lance and Denise are to review and rewrite the help wanted ad.

Dan Goff asked about the status of Hosmer Road. ‘Short’ Hosmer (south of Rt. 88) is tentatively on the schedule for 2025 and then the remainder of the road (north of Rt. 88 to Old State Road) would be done in 2026.

John Augustine commented about previous discussions on gas wells – the well tank should have a tag with the company’s name for contact.

Dan Goff asked about the gas line flags on Hosmer. Lance Portman has asked the natural gas company to look into supplying natural gas on Hosmer, Owen, Bradford, Hobart, and Farmington roads.

John Augustine asked about septic inspections / fees / non-conforming lots. Trustees noted that this is on the agenda for our next meeting – April 16<sup>th</sup>.

**Motion to adjourn:** Lance Portman motioned to adjourn at 8:50 p.m.; Henry Duchscherer seconded the motion – All yes – Meeting adjourned.

Next meeting on April 16<sup>th</sup>, 2024, starting at 7:00 p.m.

Meeting Minutes prepared and submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by 