

Parkman Township Trustees

Regular Meeting May 21st, 2024

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

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

In attendance were Trustees - Joyce Peters, Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Fire Chief – Mike Komandt, Zoning Inspector – John Spelich, Residents – Roger Anderson, John Augustine, and Eric Mathews of the Parkman Township Road Department, Russell Spencer of Parkman Township Fire Department and Ann Wishart of the Geauga Maple Leaf.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the May 7th, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a motion to go into Executive Session at 7:43 p.m. Joyce Peters seconded the motion. Roll call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – 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 7:49 p.m. (**Resolution #079-2024**)

Lance Portman made a motion to hire Codee Dean to the Parkman Road Department; Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (**Resolution #080-2024**)

Lance Portman made a motion to adjourn the meeting at 8:18 p.m.; Henry Duchscherer seconded the motion. Motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the May 7th, 2024, regular trustee meeting. *See Motions and Resolutions.*
- Received Job Opportunity listings from the county – posted to Facebook and at the bulletin board on the front of the Community House.
- The never-ending paper trail with BWC continues (M. Welch – 4/16 injuries).
- Paperwork gathering for our bi-annual audit continues.
- Mailed contract to ODOT for purchase of the salt dome property.

Zoning

1. Dan Miller of 17275 Madison Road was sent a non-conforming letter. Several times Zoning spoke to Mr. Miller in reference to his home occupation sign hanging on a utility pole on Madison Road. He said he was going to remove it, but only when he gets the time. Zoning sent Mr. Miller articles of the Zoning resolutions dealing with signs and home occupations for his review and with that, Zoning sent his case to the Prosecutor's office for further action. Henry Duchscherer sent Zoning O.R.C. 5589.33 that stated that only certain signs are permitted on utility poles.

2. Zoning received a complaint that a steel shipping container was near the right-of-way on Bundysburg Road. I sent Mark out to look at the situation. Mark spoke to the owner, Freeman Miller. Mr. Miller said he was using the container for a sheep shelter. Zoning sent a letter going to Prosecutor's office to further review Zoning resolutions on steel containers.

3. A complaint was received that someone was cutting firewood on a property on Shedd Road. Mark is looking into the matter.

4. Trevan Price of 17075 Reeves Road came to the office and completed an application for a 24' x 40' accessory building. Mr. Price and his family just recently moved to Parkman Township from Texas. All paperwork was in order and a permit was issued.

5. Received a phone call from Marvin Miller of Nash Road saying that a survey was completed by O'Hara Land Surveying and that a two-acre split from the John Mast parcel on Nash Road was completed and that Parkman Township Zoning was OK with the split. Zoning emailed O'Hara to say it was good to go.

6. Jerry Byler completed an application on behalf of Jacob Gingrich of Madison Road. All paperwork was completed by Mr. Byler and a new house is to be built at 13230 Old State Road. A permit was issued. *Joyce Peters asked how another person can complete an application for another person. It was said that Mr. Byler is a general contractor. Mike Komandt made note that the 13230 Old State Road address Mr. Gingrich owns is in Claridon Township, but currently lives in Middlefield township on Madison Road. Mr. Byler may have gone to the wrong zoning office and gotten a permit for the wrong township. John Spelich will look into it.*

7. Non-conforming letters were sent to the following: Mr. Livingston of Owen Road, Requa Joy of Geneva on a Main Market Road property, Wojtasik on Main Market Road, Wojtasik on Owen Road, US-Euro Auto on Main Market on the number of cars on the lot and in the rear lot. *John Spelich sent a letter to US-Euro Auto explaining the conditions that are required of them. Joyce Peters asked about the variance request from US-Euro Auto. John Spelich said that he's not going to do anything about it until they comply with what has been asked of them in the letter for four consecutive months.*

Zoning Discussion – Any discussion was held during each section.

Fire

- Mr. Sedmak has been scheduled for pre-hire testing.
- Jackie Welch passed her fire certification state test.
- Flags have been replaced at Veterans Park and the pole flags will go up Wednesday or Thursday.
- Three new gas meters were delivered yesterday.

Fire Department Discussion – Mike Komandt asked if he should go ahead and order another set of “Armed Forces” flags. Joyce Peters wonders if they should have three sets of flags. Mike Komandt said that the large flag stays up for the year. Mrs. Keough is going to try to repair the old one.

Roads

- Currently the Mini excavator is down with a major hydraulic issue. The Grad-all was pulled out to continue ditching and blew a hydraulic hose in the main boom. It has since been repaired and is ready to go. The International dump truck is down with a starting issue and transmission problem. The starting issue is believed to be a cam position sensor and the transmission issue is believed to be that the torque converter failed. The truck is at Sedensky. *Joyce Peters asked the anticipated life of the excavator. Eric Mathews said that it depends on what they want to do with it. The best repair option is \$140.00/hr to take it to the mechanic’s shop plus parts. Both Lance Portman and Eric Mathews said that they can’t see where it’s leaking from. It was decided to send the excavator to the mechanic’s shop for repairs.*
- Rutland and Payne Roads are approx. 90 percent ready for the chip and seal. Other than grading, most ditching and drainage is complete. Short Shedd Road is set to have the asphalt repairs done to it Wednesday and Thursday this week with Middlefield Township helping. As of right now, we are scheduled for May 28th for Suit-Kote to begin chip and seal of the roads. They will begin to haul in and pile the stone in the parking lot this week. I will be meeting with Suit-Kote at their request to finalize and mark all start and finish points on our roads and be sure they are ready to be sealed.
- The first round of roadside mowing should be finished this week.

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have a Blood Drive this week on Thursday the 23rd. We have one booking for June and one for July.
- We have three weekends with chair rentals.

Overlook Park:

- We have 6 rentals for June and two for July.
- Rod is bringing the "baseball dirt" Monday and Tuesday of this week, and we will put the new bases out then.
- We are replacing all the grills at the main Pavilion; they should be installed in the next couple of weeks.
- We got a quote from Allen Yoder to paint the ceiling at the Pavilion. He hopes to have it done in June. He will also paint the one dugout on the front field.

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

Cemetery

- The cemetery burials were cleaned up from over the winter. There may be a few that might sink still but we will watch them.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Memorial Day update – Joyce Peters has gotten all of the stories written and put in the brochure. We need the 8-foot table, the speaker, wooden chairs, and the podium. The Sheriff's Office, Burton Scouts, Free Masons, and Cardinal Marching Band are confirmed to be in the parade. Henry Duchscherer has confirmed the wreaths. Everyone will meet at 8:30am to set things up. NOPEC has deposited \$250.00 into our account.
- Budget requests – Joyce Peters asked to get them into Denise Villers before the next meeting. There is a special meeting on June 12th.
- ODOT update – Joyce Peters said that hopefully it moves along.
- Road Department interviews – Lance Portman said that he has chosen a candidate that he would like to hire. *See Motions and Resolutions.*
- Letter from law firm – Joyce Peters received a letter from a law firm requesting public information about a property transfer that happened in January of 2018 and possibly in 1843.
- Chairman of HDAC – Chris Alusheff is no longer representing Aquilla Village on the Health District Advisory Council. A new representative needs to be elected. There are two dates available, and Henry Duchscherer was asked which one he prefers. HDAC also put together a petition signed by all three trustees to keep local zoning intact. This will go to the Senate Select Committee on Housing.
- Trash Day – Henry Duchscherer said that it's a month away. Henry would like it to be advertised on Facebook and on the Department of Aging website. Henry asked Lance Portman if they were going to have a second truck like last year. Lance said "yes". Trash Day is on June 22nd from 8am – 12pm. Trash pick-up for

the elderly will be on the Thursday and Friday prior. They will have to sign up with the Department of Aging prior to the days.

Old Business Discussion – A former Chardon trustee passed away after suffering an illness.

Henry Duchscherer stated that a tree in the park across from his house needs to be cut down. Lance Portman said that it doesn't look like it's going to fall anytime soon but does need to be cut.

Lance also said that there's a tree on Nash Road where they've chipped and sealed that needs to be taken down because it's too close to the road and the roots deflect water flow to the road when it rains.

New Business

- Fire Dept – Mike Komandt said because they used the \$20,000.00 Ambulance premium pay grant, there is some money left over. Because of that, he can apply for additional funding that can be used for various things, including retention and hiring bonuses. Joyce Peters said that she thought that the money could also be used for training. Mike said it could be, but it would have to be used by July 31st, 2024. He said that last year they used a different part of ARPA for retention to split amongst seven employees based on hours worked. Mike said that he's anticipating using it as a hiring bonus for two of the new hires this year that are eligible. Joyce asked Mike how much he was applying for. Mike said that he was trying for \$3,000.00 for retention and \$2,500 for hiring. He said that there's no match for it if it's awarded. Henry Duchscherer said that a retention bonus or a hiring bonus is a good idea. Joyce Peters asked how do we make sure that we keep someone for more than a month after they receive their bonus? Mike Komandt said that there are only two people that are eligible. Joyce Peters said that it's still taxpayer money, and Henry Duchscherer said that we should just take a chance, it doesn't matter. Joyce said that she would like to have a history on people before giving them a bonus. Joyce Peters asked how many people, and Mike said for two new hires, and he couldn't remember off the top of his head for the retention. Henry Duchscherer is for it. Lance Portman agrees for him to apply. Joyce Peters reluctantly agreed. Mike Komandt will apply for the funds.

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

Public Comment

- Roger Anderson said that Cory Anderson mentioned that he received a message from someone named Walter that said he did the cemetery website for the township. Joyce Peters said that they are behind on the Veteran's spreadsheet. Joyce asked if Angela did that. Roger said that he thought that Dale Komandt did it. Joyce needs an updated spreadsheet for the Veteran's.

Motion to adjourn: Lance Portman motioned for adjournment at 8:18 p.m.; Henry Duchscherer seconded. Meeting adjourned.

Next meeting on June 4th, 2024, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by  _____