

Parkman Township Trustees

Regular Meeting June 4th, 2024

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

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

The trustees went into Executive Session immediately after starting the meeting. See *Motions and Resolutions*.

In attendance were Trustees - Joyce Peters, Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – John Spelich, Residents – Roger Anderson (arrived late), John Augustine, Jerry Jacobs, Nancy Black, Lynn Schiffbauer (Community House Coordinator), Todd Petersen (from Petersen and Petersen Law Firm) and Ann Wishart of the Geauga Maple Leaf.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the May 21st, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to go into Executive Session at 7:03pm. It is necessary to adjourn to Executive Session for the purpose of pending or imminent court action. Henry Duchscherer seconded the motion. Roll call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. All voted yes, motion carried unanimously. They came back into regular session at 7:23pm. **(Resolution #081-2024)**

Joyce Peters made a motion to retain Petersen and Petersen law firm at a rate of \$250.00 - \$300.00 an hour depending on who is working on the case. Henry Duchscherer seconded the motion. Roll call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. All voted yes, motion carried unanimously. **(Resolution #082-2024)**

Lance Portman made a motion for an open P.O. for 200 tons of asphalt grindings from Jeff Zeigler not to exceed \$4,500.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #083-2024)**

Joyce Peters made a motion to donate \$100.00 each to the organizations listed for participating in Memorial Day activities: CHS Band/Flagline, Burton Scouts of America, VFW Post 9678, Cory Anderson, and Father Jacob Bearer. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #084-2024)**

Lance Portman made a motion to adjourn the meeting at 8:15pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the May 7th, 2024, regular trustee meeting. *See Motions and Resolutions.*
- Paperwork with BWC continues (M. Welch – 4/16 injuries). *Joyce Peters asked if was going “normally.” Denise Villers said that she’s pretty sure that it’s going as it’s supposed to.*
- Received *Public Records Request* from a law firm concerning the real estate property in question with BTE lawsuit – I’ve spent several hours thus far looking in our archives for the requested information (*Hoping that Zoning has some records of the sale of property around/near the gazebo this evening.*)
- Email received from Geauga County Budget Commission asking us to consider options to help our residents with the mandated sexennial reappraisal of real property (on inside millage) when we are planning our budget for 2025.
- Our latest share of the *National Opioid Settlement* (\$74.12) was reallocated to the Geauga County Sheriff's Office.
- We have the option of joining a new National Opioid Settlement (against Kroger Co.) *Joyce Peters asked if we have to sign anything. Denise Villers said that she will look into it further.*
- The next quarterly dinner meeting of the Geauga County Township Association will be hosted by Huntsburg Township on Wednesday, July 10th. Let Denise Villers know if you are able to attend.

Zoning

1. William Gingrich of 15416 Agler Road completed two applications. The first was for a 24 x 40 accessory building and the second application was for a new house. All paperwork was in order and permits were issued. The existing house is going to his son.

2. Vernon Yoder of 17271 Newcomb Road completed an application for a new house to be built at 15620 Agler Road in the Township. All paperwork was in order and a permit was issued to Mr. Yoder. *Mr. Yoder wants to meet with Mark Strumbly.*

3. Dan Miller of Madison Road removed his home occupation sign from a utility pole as Zoning had requested for about a month. The sign is ground level and inside the state right of way. There was a report of a food truck at the Madison Road property and that was for a two-day open house being held for Mr. Miller’s business. *Joyce Peters asked if we have any regulations for food trucks. John Spelich said, “No.”*

4. Third and final notices going out to Mr. Livingston of Owen Road, Mr. Wojtasik of Owen Road and Mr. Wojtasik of Main Market.
5. Mark continues to oversee the Main Market auto sales records. Recent records show that fifteen units were sold, and seven cars were junked out. We are pleased with the positive movement made by the used car dealership.
6. Use Variance request is scheduled for next week at 7pm. The variance was requested by Mike Derifield of Center Street.
7. Jerry Byler DBA Byler Services out of Rome, Ohio said a recent application for a zoning permit was an oversight by one of his office workers.
8. Zoning sent a non-compliant letter to Raque Joy of Cedar St, in Geneva of parcel 25-018520 located on Main Market Road. It's a commercial parcel and the owner wants to sell it. A realtor requested zoning information as to having a sewer connection or the possibility of that having access to a connection.
9. Zoning is still following up on the steel container complaint on Bundysburg Road and the junked vehicles located on 16310 Madison Road. The owner is Diversified Developing LLC, with the address of 295 Shady Drive, Aurora, Ohio. *John Spelich said that the Prosecutor has this case now.*

Zoning Discussion – Any discussion was held during each section.

Fire

- No report received

Fire Department Discussion – N/Ap

Roads

- We will be beginning our rounds with mowing again as we are trying to keep the roadsides mowed monthly.
- I know the calls have come in about dust control. We were moved up a week ahead of schedule for the chip and seal. Since we were able to get it done sooner, I moved our focus to that so we would be ready. We barely were, but we made it and all the chip and seal for this year has been done. Dust control will be next on our list. I will be reaching out and getting on their schedule hopefully for the next week or 2 to get it complete. Please remember I have to grade the road prior to them spraying and I try to do it the day before so, unfortunately, residents will have a day with heavy dust. *Joyce Peters would like to know in advance when they will be grading the dirt roads so that she can make a post on Facebook to alert the residents about the heavy dust.*

Roads Discussion – Lance Portman ordered asphalt grindings. See Motions and Resolutions.

Community House/Overlook Park

Community House:

- We have no bookings for June.
- We do have 3 chair “rentals” (lending).
- Community Cleanup Day is June 22nd.
- There is a Blood Drive on July 19th.
- The School Bell was installed at the Gazebo and looks really good.

Overlook Park:

- We have 5 bookings for June and 5 for July. *Lynn Schiffbauer said that there were two additional bookings.*
- The fields came out great and will be much easier to maintain.
- Norn Bender is putting the siding on the Pavilion. He screwed up the cameras, so we have Nick from Radio Active coming out Tuesday to reset them.
- Lance installed the new grills and did a fine job.

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

Cemetery

- A box of cremation remains were left along the fence and found by the mowing crew. Dale has been made aware and the remains are safe at the road garage until he makes some calls, so it is currently being handled.
- I would like to give a very big thank you to Angie, Lynn, Dale, Mike, Amanda and Justice Craver who put up the flags on the veterans’ headstones, as well as the fire dept. markers at the headstones on Saturday.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Policy manual progress; bill; ethics policies – Joyce Peters said that the attorney who is working on the policy updates, Ben, emailed her a copy of what he has so far. She hasn’t had a chance to look at it. Henry Duchscherer said that he thinks that they should have a meeting to work on it. Joyce Peters agreed and said that they should have a work session, but it’s going to be delayed. Joyce also wants to ask the attorney about a code of ethics being placed in the new manual and asked what the other trustees thought about it. Joyce asked Denise Villers if the first bill was paid, and Denise said that it was.

- Quote for tables (paperwork completed?)* - Skipped as this was already taken care of.
- Memorial Day donations/expenditures: CHS Band/Flagline, Burton Scouts, Veterans, Cory Anderson, Fr Jacob Bearer (\$500); NOPEC Grant (\$250) expenditures to submit: plaques, wreaths, planters; Veterans Assoc grant (\$100) – Joyce Peters has the invoice for the plaques and handed it to Denise Villers. Invoice for the flowers/wreaths was also received. We received a \$250.00 grant from NOPEC. We will apply for the Veteran’s Association Grant. Donations will be made to the various groups that participated in Memorial Day events. See Motions and Resolutions.
- Cemetery software issue – Lance Portman still needs to talk to Dale Komandt and Angela Fox. There’s a spreadsheet for the cemetery that needs to be updated and nothing has been sent to them in three years.
- Public Record Request – Joyce Peters spent many hours looking up meeting minutes and turned them over to Denise Villers who also spent a lot of time looking into our records. Attorney Petersen will look them over to eventually turn them over to the person who requested the records.
- BTE/A.L.L suits – Nothing to report
- Budget requests – Denise Villers gave the financial worksheet to the trustees. There was a large carryover for 2024 and there should be a good carryover for 2025. Joyce Peters asked what fund the attorney fees will come out of. Denise Villers said that it will mostly come out of the general fund.
- Trash Day – Henry Duchscherer asked if we’re ready. Lance Portman said, “yes.” Lance said that the containers will come from Geauga-Trumbull Waste District and the tire people will bring a container. Joyce Peters is still hoping to get a flyer specific for Parkman to post online. Senior pick up days are on June 20th and 21st and need to be registered through the Geauga County Department on Aging.
- Community House Stairs & Cemetery Entrance – Henry Duchscherer asked about the stairs at the Community House and the columns at the cemetery entrance. Lance Portman is going over it with engineers. The columns are going to have to be rebuilt from the ground up. Lance Portman knows of a couple brick layers and will get some quotes.
- NOPEC Grant – Joyce Peters said that there’s about \$2,200 to put into windows at the road garage if they want to. Lance Portman said that they will put in new energy efficient windows. Joyce Peters asked if there was anything else energy savings-wise that Lance could think of that could be added/upgraded because there was about an additional \$1,500.00 that they could use for an energy saving project.

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

New Business

- Budget Commission Letter – Joyce Peters received a letter/email from them asking the trustees to consider the effect of the tax increase on the inside

millage (that the state increased and then asked the trustees to decrease a voted tax to leverage the burden of that increase.) Joyce Peters needs to look into this further to try to figure out exactly what the Commission is asking the trustees to do.

- Ravenwood: One Ohio fund – Joyce Peters said that she thought this was the “drug fund.” They need to look into this further.

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

Public Comment

- None.

Motion to adjourn: Lance Portman at 8:15p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on June 18th, 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 _____

