

Parkman Township Trustees

Regular Meeting October 15th, 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.

In attendance were Trustees – Joyce Peters, Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – John Spelich, Assistant Zoning Inspector – Mark Strumbly, Residents – John Augustine, Roger Anderson, Jerry Jacobs, and Russell Spencer of the Parkman Township Fire Department.

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the October 1st, 2024, regular meeting minutes and Joyce Peters seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion for a supplemental appropriation resolution in the amount of \$3,000.00 to the Road Department, and \$2,000.00 to be moved into the General Fund to pay for insurance premiums; And to make a supplemental appropriation in the amount of \$12,000.00 into the Repairs and Maintenance Road Fund and also to appropriate all remaining funds to the ARPA account. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (Resolution #106-2024)

Joyce Peters made a **motion** to accept the annual renewal from Medical Mutual with the increase of 0.02% for 2025. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a **motion** to sign a contract with JP Propane gas service at the north garage. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a motion to hire Villers Advanced Electric LLC. to do the panel wiring for a total of \$5,100.00, and to do the garage wiring for a total of \$1,400.00 at the north garage. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #107-2024)

Lance Portman made a motion to accept the proposals from Villers Advanced Electric, LLC for the office area wiring at a cost of \$1,890.00 and the interior lighting for a cost of \$650.00. for a total of \$2,540.00. The NOPEC grant will be used to help pay for the LED lighting. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. (Resolution #108-2024)

Lance Portman made a motion to adjourn the meeting at 8:08pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the October 1st, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Logging in a filing records pertaining to the AOS/state required Fraud Training. (Deadline for completion by current employees/officials was 9/28/2024.) *Complete*.
- Communication continues with our IPA for our audit. *Denise Villers sent them what they asked for*.
- Need a resolution for a supplemental appropriation to cover insurance premiums (which were added mid-year) – Recommend \$5,000.00 (between the Road Dept. and Administration/General Fund). See *Motions and Resolutions*.
- Need a resolution for a supplemental appropriation to add to the Road Department's Repairs & Maintenance fund (which is low) – Recommend \$12,000.00. *Joyce Peters said that they need to appropriate money for the cemetery pillars because there's only about \$3,200.00 left in the ARPA fund. She said that it probably doesn't have to be a separate resolution. They are just moving money from one account to another. Denise Villers will give them the final number with the interest. See Motions and Resolutions.*
- Received correspondence from the *Ohio Secretary of State* concerning information about State Issue 1. Voters can visit the website of *VoteOhio.gov* for explanation arguments for and against the issue. *Denise Villers said that this is supposed to be a website where voters can obtain "true" information on Issue 1.*
- Two resumes have been received thus far for the Cemetery Sexton position we advertised. (both saw the ad on social media).
- Received our annual renewal from Medical Mutual. They are offering a 0.02% increase for 2025. See *Motions and Resolutions*.
- I reached out to Dynegy (our current electric provider at a rate of \$0.04720/kWh) to add our North Garage property (18186 Tavern Road). They are getting the process started. *Joyce Peters checked this rate against what she herself is paying, and it's a great rate. The township will pay this rate until May of 2026. See Motions and Resolutions*
- Need signatures on contracts received from MK Roofing (for the Community House repair) and J.P. Propane Gas Service (for deliveries at 18186 Tavern Road). *Joyce Peters signed the MK Roofing contract online.*

Zoning

1. Zoning information requests on the following:

Cindy Spain with Ohio Real Title on Parcel 25-190255 on Reeves Road and also Parcel 25-190273 on Hosmer Road consisting of nearly 10 acres of vacant land. Also, KW Realty requested information on property to see if it would be buildable.

Information request on parcel 25-114800 owner Corey Masters. I believe it's a sale. Sue Martin of the County Tax Map office said 17131 Tavern Road is a good & new address for Andrew Fisher. Dan Mullet called Zoning and wanted general information on the steps on building a house, such as how to obtain an address, septic system, driveway culvert, the size of culvert and who would install it etc.

2. Richard Berry DBA Rutland Road Farm is to send in an update on his proposed AGRI-TOURISM project. Zoning is waiting for that information.

3. Zoning received a request on a proposed home occupation from Dr. Mark Engle who is a chiropractor with a practice in Champion (Trumbull County). The doctor is planning his retirement in a year and half or so, then continue his practice at his Old State Road home.

4. Zoning performed a car count at the US-Euro Auto lot on Main Market Road. Twenty-Six cars were found in the front lot and 12 in the rear lot. Maria, the sales manager, indicated that they are continuing to scrap out up to three cars per week. The lot seems to be in compliance.

5. Looked into the reported sawmill located at 16020 Soltis road, Mark indicated the owner was clearing the land to make way for a new house. The owner is Jacob Schlabach.

6. Received from Planning Application 24-107 which contained Legal descriptions and survey maps on property held by Mark M. & Ruby M. Byler being Parcel 25-190841 containing 5 acres. A proposed division of land Parcel 25-190841 (Mark Byler). Included was a proposed consolidation of land containing 26.5 acres being parcel 25-190872. All Parkman Township zoning resolutions were met. Zoning reviewed, signed and returned one copy of the map to Planning.

7. Received from Planning executed and approved deed for application 24-041 for real property held by Billy B. Mullet Jr. & Malinda Mullet located and known as the "Old Country Store" located on Main Market Road. This information coincides with a survey map received and approved by Parkman Zoning August 9th, 2024. Mr. Mullett purchased the "Country Store" property a few months ago and is still planning to remodel, indicating a proposed coffee/sandwich shop in one area and the exporting of mineral high grade animal feed in one section of the building. Mr. Mullet is planning to remove the top section of the building and replace it with a more modern-looking structure. He also is working with the State and the Dept. of Natural Resources to have a culvert placed in the rear section of the property to have better parking IF NEEDED.

8. John Troyer of 16930 Nash Road came to the office a few weeks back that was on an answer to a non-compliant letter sent out to him about living in the steel building at Nash and Bundysburg Road. Mr. Troyer said that the steel building is better to live in than the smaller shack type building nearby. He came to Zoning for a permit for the steel building, but he needs a septic system. We told him how to go about doing that then Zoning asked him what was going on with the portable sawmill behind the barn. He said it's for anyone who needs some logs milled into planks or 2 by 4'S or 6'S etc. Zoning told Mr. Troyer it is not permitted in a residential area and said it has to be removed. He said well, this is just a hobby, it's here to help the neighbors who might need some lumber. So that went on for a while until he hung up on me. Zoning sent him a non-compliant letter. Paperwork is going to the prosecutor's office.

9. Other letters going out to Dustin Porter, Albert Miller of Old State Road, Dennis Livingston of Owen Road. Section 403.1 states all permitted principal building and structures and uses in section 402.1 are included in section 403.1. So, as I mentioned to Mr. Porter, if it noted in the sections of what is permitted and living in a commercial building is not listed then it is PROHIBITED.....

10. Dr. Arun, one of three partners who own the old Parkman School, are continuing to look for a renter to run a commercial business out of the building. They were removing items from the building and taking them to the Middlefield day care center.

Zoning Discussion – Any discussion was held during each section.

Fire

- None.

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

Roads

- Back cut mowing has begun when we have the time.
- Unfortunately, Joe was given short notice that he will be going for his open-heart surgery. Today 10/11 is his last day working. He will be taking vacation time next week and the surgery is the following week on the 22nd as of right now. Due to this we will be changing up a few things that were scheduled. We will try to get the mowing completed and then we will be jumping right into servicing trucks and equipment as well as training Codee for plowing.
- All the trees have been cut and removed from around the community house and the stump grinding has been scheduled

- If there is anything scheduled for the water, our water at the garage is starting to get a pungent smell to it again. We have run a large amount of water through all our spigots with no change.

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 3 bookings for November and 5 for December.
- We have hood cleaning on Nov 8th, Breakfast with Santa on Dec 7th and a Blood Drive on December 11th.
- They are going to take the chimney down at the end of the month and MK Roofing will fix the roof.
- They are going to do the roof on the gazebo the last week of the month. The cameras from RadioActive will be installed at that time.
- The furnaces and hot water heaters will be serviced at the end of the month.

Overlook Park:

- We have no bookings.
- The Porta Potties will be removed November 1st, and we will turn off the water at that time.

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

Cemetery

- The footers have been poured and dirt filled in around them all. If there is time this fall, I would like to trim some trees in the cemetery that are becoming a hindrance and a couple that have broken during storms and are just hanging dangerously.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- North Garage Electric bids – Lance Portman went over the quotes from both JC's out of Garrettsville and Villers Advanced Electric LLC. The only difference was the generator brand and the cost of it. Lance wasn't able to get the current generator running. Discussion was held on what could be done electric-wise with what money is available to use. It was decided to have someone come out to see if the current generator could be fixed and to have the electric panel done as well as other wiring done. *See Motions and Resolutions.*
- OTARMA Risk Assessment: statement of action – Joyce Peters submitted everything. She's still waiting to hear back from them.
- Mitigation – Joyce Peters hasn't gotten an answer back on what it would take to do a partial mitigation.

- Policy manual update – Joyce Peters sent in the stuff to the attorneys. They sent back the first draft with the changes in an email. The trustees now have to go through the draft and make sure that it's what they want or make any changes.
- CH chimney grant: receipt of acceptance
 1. Sign contract
 2. Encumber funds: ARPA Supplemental Appropriations for contract less grant up to balance available; need to encumber for balance due after ARPA from ?FUND? Joyce Peters received a letter saying that they got a signed agreement, and they can now spend the money. However, Joyce Peters is stuck on one issue, and that's that they can't encumber the money until they get the county's approval first. Unfortunately, it's going to have to wait. Lance Portman told this to the contractor.
- Reserve Fund – Denise Villers hasn't had a chance to talk to anyone yet.
- Polar Bear Club – They have abused their privileges in the past by breaking the rules. They stayed past dark, had a huge fire in the fireplace, and drank a lot of alcohol, leaving their beer cans and garbage all over the park to be left to clean up. After some discussion, it was determined that they can't use the park for their meetings. Lynn Schiffbauer has already spoken with them.

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

New Business

- None.

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

Public Comment

- None.

Motion to adjourn: Lance Portman at 8:08pm., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on November 5th, 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 _____

