

## Parkman Township Trustees

Regular Meeting November 5<sup>th</sup>, 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, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – John Spelich, Fire Chief – Mike Komandt, Residents – John Augustine, Roger Anderson, Lynn Schiffbauer (Community House Coordinator) and Russell Spencer of the Parkman Township Fire Department.

### Meeting Motions and Resolutions:

Lance Portman made a **motion** to approve the October 15<sup>th</sup>, 2024, regular meeting minutes and Joyce Peters seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to go into Executive Session at 8:30pm. Henry Duchscherer seconded the motion. 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. 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 8:35pm. (Resolution #109-2024)

Joyce Peters made a motion to hire Adam Stewart onto the Parkman Township Fire Department as a Firefighter/Paramedic. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #110-2024)

Joyce Peters made a motion to hire Sebastian Hornsby onto the Parkman Township Fire Department as a Firefighter/Paramedic. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #111-2024)

Joyce Peters made a **motion** not to charge the Dillon family for their *Celebration of Life* for Charles Dillon at the Community House on November 23<sup>rd</sup>. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a **motion** to adjourn the meeting at 8:39pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

### Departmental Reports

#### Fiscal Officer

- Approve the minutes for the October 15<sup>th</sup>, 2024, regular trustee meeting. See *Motions and Resolutions*.

- Communication continues with our IPA for our audit. Received email from Charles E. Harris rep apologizing for delay (due to illness, etc.) on October 21<sup>st</sup> and they have, again, extended the deadline. (Crazy!)
- The 2024 Township Education Subscription will expire on December 31, 2024. To maintain our access to unlimited 2025 webinars and the entire webinar archive for all active and affiliate members, we need to renew our subscription by January 1, 2025. *Renewed - \$250.00 for the year.*
- Five resumes have been received thus far for the Cemetery Sexton position we advertised. (Two withdrew their names when informed of the salary and part-time position – they had hoped for a full-time position.) The file has been given to Lance Portman.
- 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. *Nothing received from their rep as of 11/04/24.*
- UAN will be updating/replacing my laptop and printer in February 2025. The current computer and printer will be donated to the township.
- Numerous County Job Opportunities have been received in recent weeks. They are posted on the front bulletin board and also forwarded for inclusion on our Facebook account.
- Notice received from County Auditor concerning Real Estate Advances for 2025. A resolution is needed if we want to receive tax advances.
- I “attended” the OTA webinar on *Township Banking 101* on 10/24/2024. I am registered for their next Fiscal Officer webinar on 11/22/2024: *Reading Financial Data and Spotting Trouble for Non-Accountants.*
- Notice received from VFIS of Ohio that they are adopting a minimum property deductible of \$1,000.00 for 2025.
- Delta Dental insurance rates will be increasing in 2025. Our insurance benefits team did price comparisons and Delta is not out of line with their cost increase.

#### NOTES:

- ARPA funds need to be appropriated by December 31, 2024 (to spend in 2025)
- OTA 2025 Winter Conference: January 29 – 31 (Two rooms reserved 11/01/2024 – can be cancelled if we don’t go, but they fill up fast.)

#### Zoning

1. Rick Sweet completed an application for a 29’ x 12’ addition to his house at 18009 Madison Road. All paperwork was complete and in order and a permit was issued.
2. Received a site plan drawing from John Troyer on his property at 17655 Nash Road & Bundysburg Road. Mr. Troyer did not include where a proposed septic was to be located, nor whether he was to try to use the existing septic system. If so, he had to

indicate where there would be a tie in. Mr. Troyer is trying to use the steel building as his house, but he has to get with the health department to clear a few things up.

3. Joseph Motz of 16460 Vernon Drive has requested an area variance to make way for an accessory building on his parcel. Mark has details.

4. John Fisher called the office and wanted further information on a proposed accessory building at his Newcomb Road property. He is to come to the office when he is ready to move on his plan.

5. Homer Fisher of Newcomb Road had questions about a new house he is planning to build this fall or springtime. Just general information at this time.

6. Zoning followed up on a new street address for Danny Mullet of Shedd Road. I sent an email to Sue Martin of the County Tax Map agreeing on the recommended address number 16151.

7. Marvin Kaufman of Owen Road had a question on a second culvert on his property. The culvert is in already, so I told him to get a hold of the township road department and/or the county even though it's installed already he has to make sure it's the right size.

8. Final letter was sent out to Dustin Porter of Madison Road from the Warren post office on October 7<sup>th</sup> only to be returned to Parkman 20 to 25 days later. I got it about ten days ago more or less. I hand delivered a new letter on Friday November 1<sup>st</sup> at about 9am. The returned letter said, "no mail receptacle". However, two other notices were never returned.

9. Non-compliant letter sent out to Stacy Simms of 19030 Nelson Ledge Road. Over the past month or so he closed in an open patio. Zoning wants to talk to Mr. Simms on the size and valuation of the built-in patio.

10. This is a follow up on the sign complaint. Zoning call Kaufman Auction Services out of Sugarcreek, Ohio. The signs are for property owned by the Amish Community center group and the auction is on the Hosmer Road parcels that they just got the Variance on. I gave them until Monday November 4<sup>th</sup> to call Zoning to make arrangements to move them or WE TAKE THEM DOWN. *Joyce Peters asked what they're auctioning. John Spelich said that they're auctioning off their parcels. Joyce asked how people would know that a permit is needed for the signs. John said that they would have to call the Zoning office. Further information on this is in New Business section C.*

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

## Fire

- Squad will be going in for service on Friday.

- Consumables ordered for the end and beginning of year.
- EMS supplies have begun delivering from EMS grant – Still need the blanket PO number
  - Will need copies of all checks for EMS grant items before they are sent out to vendor.
- ESO onboarding ongoing
- Received three applications
  - Executive session for hiring
- Dry Hydrant on SR 88 will be completed by the end of the week. All items finally delivered
- The Mechanic will be out sometime this month to make some repairs/upgrades to trucks

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

### Roads

- We have been working on roadside mowing. With the future of the weather not dramatically changing I am going to let the back-cut mowing begin a little later after more of the grass has died off to make it easier to cut.
- I have begun servicing and making repairs as I can on some of the equipment. The freightliner's tires and alignment have been completed as well as the front-end repairs.
- While the weather is nice, we will be working around the shop inside and out to get things moved before winter to clean up the property including removing the debris from the stump grindings.
- Yes, we will be those funny looking people driving around on a sunny day with the plow on the trucks. Please don't judge as I am just training Codee on the routes and how the truck handles loaded with a plow. *Resident Roger Anderson asked if a temporary person has been considered since Joe will be out for a while. Lance Portman said, "yes."*

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

### Community House/Overlook Park

- We have 4 bookings for November and 6 for December.
- We're having the hoods in the kitchen cleaned November 8th.
- We have Breakfast with Santa on December 7th and a Blood Drive December 11th.

Overlook Park:

- We turned off the water, removed the Port-a-Potties, took up the bases, and closed up the Pavillion kitchen

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

Cemetery

- None

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

**Old Business**

- North Garage: electric, Propane, future plans – Lance Portman contacted Villers Advanced Electric, and we are not on the schedule yet. The old propane tank is gone, the new tank is set, and the line is run. Lance has heard nothing on the generator yet, but it is in the truck and is ready to be taken to be serviced when they are ready for it. As far as future plans, Lance said that it will be used as storage for the rest of the year. The gate will be kept closed/locked when no one is there.
- Gazebo roof, security cameras, encumber ARPA? – The material should be here next week. Henry Duchscherer will coordinate the cameras with RadioActive. The weathervane needs to go on the top of the roof. Lance Portman needed to contact MK Roofing because the trim on the Community House is coming off on the peak. The encumbering of funds has been tabled until the next meeting. Joyce Peters said that it only looks like they have ARPA money for the gazebo roof encumbered. There's about \$3,200.00 left that they can put towards either the security cameras or the cemetery pillars.
- Horse shelter – Henry Duchscherer spoke with Steve Stoltzfus and told him that if the Amish don't clean up after themselves, then we will close up the horse shelter at the park. Lynn Schiffbauer said that she has asked them to clean up after themselves when she opens it up.
- Employee Policy Manual – Joyce Peters sent it to the other trustees. Henry Duchscherer has a list of questions. Joyce Peters needs to send any revisions back. Henry asked a couple of questions and had them answered by the other trustees. Joyce Peters has a couple of questions to ask the attorney, such as why public record requests need to be published online. Joyce Peters also said that they need to develop a public safety program and that they should have a township emergency disaster plan. Joyce went through some other things she wanted to clarify. Lance Portman doesn't have any other questions yet.
- Cemetery: Sexton, Pillars – ironwork? encumber funds? – Sexton: Lance Portman hasn't gone through the applications yet. Joyce Peters asked Lance how he would like to do the interviews. Lance said that he would like to do them similar to how they did the Road Department interviews. Joyce said that they

need to move on it. Joyce would like Dale Komandt to talk to whoever it is that they hire. Pillars: Lance Portman is to look into the ironwork. He needs to contact Liberty Steel.

- OTARMA Harassment online training – Joyce Peters finally found out what she needed to know about the training video. She can't be the one to get everyone to have a log-in to OTARMA. She has asked the person there to help her with this.
- Mitigation – The trustees need to decide today. Joyce Peters hasn't gotten anything back from the Auditor's office as far as answers to her questions. The bit of discussion that the trustees had, they agree that they need the money for the roads, and they don't think that it will affect the residents' taxes very much.
- Solar panels – Henry Duchscherer spoke to the solar guys because the solar panel inverters aren't working right again. We're going to get new inverters. We need to find out what the pay out is and if it's going to be worth it. We don't want to pay money for installation if it's not going to be worth the investment.

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

## **New Business**

- Shedd/Newcomb intersection – Starting tomorrow (11/06/2024), it will be a four way stop. It had been determined to be a dangerous intersection.
- Turning Lane for light at 422/528 – Henry Duchscherer spoke to Brian Blaney from ODOT about a turning lane or a turning arrow in the eastbound lane of 422 turning north onto 528. Henry said that it took him three lights before he could finally turn north onto 528.
- Auction signs – Joyce Peters asked if the permit applies to mostly the auction signs. John Spelich said "yes". Joyce asked if it would include a fine if they don't have a permit, but they don't have a way to let them know that they need a permit. Joyce also doesn't think it's fair to charge a fine for the signs being in the right-of-way/on public property without a permit when the person didn't know that they were supposed to have a permit. John Spelich said that the issue is that the signs get put in the right-of-ways. Joyce said she thinks that the policy needs to be looked at better. They can't charge for the signs if they're put on private property. Henry Duchscherer said that they'll have the Zoning Commission look over the issue. Joyce said that they're not allowing the signs on public property.
- Hiring maintenance person – Henry Duchscherer said it was more to clean the parks/groundskeeper. Lance Portman said that they need to figure out what this person's job is to do and if their job will include plumbing/HVAC or not. Will it be part-time or full-time? Joyce Peters asked what does Henry envision, timewise? Lance asked Henry to make a list of what he would like this person to do and how much time this will all take. As of right now, Lynn Schiffbauer cleans up the parks/grounds.
- Cell tower – Henry Duchscherer said that they need to look at the contract. Joyce Peters said that her understanding is that they aren't getting money from

them anymore. Mike Komandt insists that the township is getting money from the cell tower/company.

- Dumpster pad – Henry Duchscherer spoke to someone about a quote to get a grant for a concrete pad for the recycling dumpsters.
- NOPEC – Joyce Peters said that it’s an opt-out for the North Garage because Denise Villers spoke to Dynegy. NOPEC is offering 6.4999 cents/kw from Jan – May 2025 whereas a comparison Joyce Peters is getting her electric from a company out of Dallas for 6.59 cents/kw for 24 months. The remaining balance from the NOPEC grant is \$815.00 that they can keep until next year.
- Election dates – Joyce Peters made the suggestion to change the trustee meetings on the evenings that they land on election nights. She suggested that they be moved to the Wednesday or Thursday after the election night. Discussion was held. Nothing was decided at this time.
- Executive Session – See Motions and Resolutions.

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

### **Public Comment**

- Resident Roger Anderson suggested that the Dillons not be charged to use the Community House for their *Celebration of Life* service for the passing of Charles Dillon, who was a long-time member and Assistant Chief of the Parkman Township Fire Department. See Motions and Resolutions.

**Motion to adjourn:** Lance Portman at 8:39pm, Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on November 19<sup>th</sup>, 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  \_\_\_\_\_