

Parkman Township Trustees

Regular Meeting November 19th, 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, Fire Chief – Mike Komandt (arrived late), Residents – John Augustine, Roger Anderson, Brandon Reed, Lynn Schiffbauer (Community House Coordinator).

Meeting Motions and Resolutions:

Lance Portman made a **motion** to approve the November 5th, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to adopt the resolution of the Geauga County Auditor's Office tax advances for the year 2025, January 27th, 2025, February 24th, 2025, June 30th, 2025, and July 14th, 2025. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #112-2024)

Joyce Peters moved to appropriate the balance of funds available in the **ARPA** fund. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (Resolution #113-2024)

Joyce Peters made a **motion** to accept a check from the Ohio Road Maintenance Committee in the amount of \$15,272.73. Lance Portman seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to issue a PO to Warren Fire Equipment not to exceed \$7,500.00 for gear for recent new hires. Lance Portman seconded the motion. Henry Duchscherer voted no. Motion passed. (Resolution #114-2024)

Lance Portman made a **motion** to adjourn the meeting at 8:29pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the November 5th, 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 the delay (due to illness, etc.) on October 21st and they have again extended the deadline. (Crazy!) More records requested...*
- We opted out for NOPEC as our electric provided for the North garage. Our provider will be *Better Buy Energy* at a rate of \$0.0679/kwh for 12 months per our broker, Chris Schloss.
- Notice received from County Auditor concerning *Real Estate Advances* for 2025. **A resolution is needed if we want to receive tax advances. Denise Villers said that this is so that we can get the money in increments instead of in a lump sum. See Motions and Resolutions.*
- I am registered for the OTA's next Fiscal Officer webinar on November 22nd. *Reading Financial Data and Spotting Trouble for Non-Accountants.*
- I am registered for the UAN live webcast on Monday, December 9th (8:00 a.m. - 4:00 p.m.) for the **2024 Virtual UAN Year-End Update.**

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. Received a text from Sue Martin of the Tax Map Department wanting to know if the suggested address of 16044 Soltis Road was OK. Zoning agreed that the Jerry Byler address and parcel #25-190880 is a good fit for the Township.
2. Received from Genesis Land Title out of Mentor, Ohio a request asking if there were any special assessments pending on parcel 25-080700, 15691 McCall Road. Nothing was found at this time.
3. Zoning received a complaint that Byler Feed & Seed was running a tent sale at his Nash Road Business. Mark looked into the complaint and found that Mr. Byler was doing that out of the tent. Some months back Zoning did issue a permit to Mr. Byler to use the tent for temporary storage only. Mark is suggesting that no more tent permits be issued to Mr. Byler.
4. Zoning called Billy Mullet (who has the old country store property on Main Market) for the second time to clean up the trash on the property. Mr. Mullet said that he is getting a dumpster and will clean it up ASAP.
5. Received from Planning application #24-140 that contained legal descriptions and surveyor maps on properties held by Marvin & Susan Miller being parcels #25-018520, 190708b & 190181 comprised of a consolidation of land for a total of 1.041 acre. All paperwork was reviewed, signed and copies returned to the

Planning Department. Also, Cornelius Beard, DBA Beard Custom Construction out of Cleveland, brought to the Zoning office a surveyor's map containing just over 8 acres parcel on Reynolds Road that was part of a 60-acre parcel #25-003400. Zoning reviewed the map, signed the copies and returned it to Mr. Beard. He will return the documents to the Planning Commission.

6. Non-compliant letters went out to the following: (a) James Baril – McCall Rd. (junk); (b) Joe Urban – Madison Rd. (junk vehicles); (c) Thadeus Wojtasik – Owen Rd. (junk & trash); (d) Brian Trundle – Old State Rd. (junk vehicles).

7. Mark met up with a Kauffman Auction worker to help place and replace the Hosmer Road auction site.

Zoning Discussion – Any discussion was held during each section.

Fire

- Squad received new tires and new brakes.
- Consumables to last through the end of the year were received. It should get us through the first few months of the year also.
- Will need copies of all checks for EMS grant items before they are sent out to vendor.
- New Hire paperwork turned in for Adam Stewart.
- ESO onboarding ongoing.
- Brush jeep developed a leak in the fuel tank after numerous brush fire calls. Parts are being delivered this week and the truck should be back in service by Friday. All work is being completed in-house.
- Will be completing FEMA AFG grant request for Exhaust removal system again, in addition to an application for a vehicle to replace the nearly 40-year-old jeep. Applications close Dec 20th.
- Payroll was emailed to fiscal.
- Approval to order gear for the two new hires. PO to Warren Fire Equipment not to exceed 7500. *Joyce Peters asked Mike Komandt what was being done with the old gear that was sitting at the station. Mike Komandt said that none of it fits the new hires and that the trustees are required to provide gear that is fitted "properly" to them. Joyce Peters asked what the definition of properly was. Mike Komandt said, "sized to them specifically." That someone comes out and measures the person and gear gets custom-made to them. Joyce Peters said that was, "ludicrous." Mike said, "it's not, it's how it's done. That it's not just us doing this, every fire department is doing this." Joyce asked Mike if they had tried on any other gear that had been sitting in the fire station. Mike insisted that it has to be made for them because if it is made for someone else and they are wearing it and get injured, then we are liable as a township. Joyce Peters said that she would like to see that. Mike Komandt said that it is NFPA 1500 and what we have to do. Stacey Urbanowicz stated that NFPA is a guideline, not a law and that not*

every fire department buys brand new gear for brand new hires right away. Mike Komandt tried to compare Parkman Township Fire Department to Bainbridge Township Fire Department by saying that Bainbridge buys their new hires two new sets of gear for their new hires, whereas Parkman only buys one. Stacey said that that is Bainbridge, you can't compare Parkman to Bainbridge. Joyce Peters said the same thing. Mike said that it doesn't matter whether they are part-time or full-time, that is what they get. Then Mike said that they have done it for every new hire except for Mr. Kirby and that's because he didn't make it off of probation. Joyce then said that these two people aren't even off of probation. Mike Komandt then said that Adam Stewart will be off of probation at the end of the pay period. Joyce asked how long is that, two weeks? Resident John Augustine asked what happens when a firefighter washes their gear and has nothing else to use to respond from home with. Mike said that they wash their gear on their day off and that they have no one to respond from home anymore. Mr. Augustine said, "No one responds from home anymore?" Then Joyce Peters replied that there were only two people that responded from home. Joyce asked Mike about another person that they had hired that didn't stick around if they had ordered gear for him and Mike claimed that he didn't know who she was talking about. Joyce then asked if no one could wear the gear, then what's the purpose of keeping it. Mike said because we're not selling it, what else are you going to do with it? They're over the bathrooms in storage. Joyce said that he needs to start getting rid of them then. If they're useless, I don't see any point in keeping them. Lance Portman asked if they could be sold. Lance Portman asked Mike to look into selling them and if they were inspected. Mike said that they're inspected every day that they're worn. Joyce asked if the ones in storage are inspected. Mike said that they don't inspect things that aren't being used. It was asked if the unused gear could be altered. Mike said that it could be slightly altered and might take as long as getting new gear. Joyce asked what the cost of getting gear altered was and said that it was probably cheaper than buying new gear. Mike said that he didn't know because it's not what we've done in the past. Joyce then said that they need to have a longer probation period or something else. She wants to make sure people are going to stay here before spending \$7,500.00. Henry Duchscherer said that they should make them buy the equipment if they don't last. Mike said that you can't make them do that either. Joyce said that she doesn't understand why they can't re-use what they have. Mike then said that they used to share gear with Troy Township Fire Department, but they changed their gear where you can't Velcro peel off the name of the fire department. Stacey Urbanowicz made the statement that she has been a firefighter/paramedic for 20 years, and up until 2018, she had never had fire gear that was "custom cut" and fitted. Mike Komandt stated, "you don't work for Parkman anymore." Stacey then said, "You're right, I don't." She stated that gear does NOT have to be custom fitted despite what Mike Komandt has been stating. As long as it is within date and adequately covers all skin, and is within NFPA and OSHA standards, then it is well within safe to use. Then Mike said, "I didn't know I was answering to an Administrative Assistant, I'm sorry. I don't come to meetings to be berated by anybody." Mike then said that if the questions were

emailed to him before the meeting, then he would have the answers for them. Joyce asked him what questions he is now going to go find answers to. Mike said he would see if he could sell the gear. To see if he can have the guys measured to see if they have something that matches up with them. Just because he has the approval, doesn't mean he's going to spend the money. "Approval up to a certain amount, doesn't mean I'm spending that amount," Mike said. Joyce said to her, it means that he's going to put the order in. Lance Portman said that they've got two more weeks before probation is done on one person, if he's understanding correctly. If they approve this, then the measurements can be done, but the order won't be placed. They can still say no. Mike said that's right. Mike then said that he doesn't want to make someone wait six months when they're putting in the work. Lance asked how long it takes to get the gear. Mike said that he can usually tell if the person is going to stick around. Resident Lynn Schiffbauer asked Mike Komandt what the new hires are using for fire gear in the meantime. Mike said that they're taking the "liability" to "see what we can get them in." Lynn then said, "so, they have gear to use?" Then Mike said that it doesn't fit them all the time properly and that it's temporary. Joyce said because this has been past practice, she will make the motion but going forward they need to think about this. They need to try to recoup some of the cost on the old gear if they are able. See Motions and Resolutions.

- Engine 4221 will be going to Jeffs Automotive for front end work in the coming weeks.
- Redoing the air lines in the trucks. The air compressor runs once every hour.

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

Roads

- We did one partial round of grading and dragging. I will have to spread some stone to a couple of roads but as usual I will grade or drag as the weather permits. I will only grade if there is no rain in the forecast for 3 days after the grading. I will try to keep up grading while also trying to complete the back cut mowing.
- I am working on getting the area cleaned up behind the recycling bins to be a little more presentable.
- I met the HVAC guy at the north garage and the furnaces in the bay area have checked out well, and work as they should. The furnace in the office and bathroom area works great but there are a couple of parts that will need replaced and we will be calling the proper trustee with that information and pricing. *Joyce Peters asked who the proper trustee was. The HVAC technician tried to call Henry Duchscherer.*

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 7 bookings for December, Breakfast with Santa December 7th and Red Cross Blood Drive December 11th.
- The chimney has been removed from the roof.
- I sent in the grant with Geauga Trumbull Solid Waste District for the concrete pad for the recycling dumpsters.

Overlook Park:

- Park is closed up for the winter

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

Cemetery

- We had a burial this weekend on Saturday, 11/16.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- CARES transfer – Joyce Peters said that Denise Villers zeroed out the CARES fund by transferring it into the fire fund.
- North Garage – Lance Portman said that nothing is going on yet. Villers Advanced Electric is tentatively coming out on either December 4th or 5th. We are loaning storage space to Middlefield Township in the lean-to, and in exchange for that, they brought us five dump truck loads of asphalt grindings for “payment.”
- Gazebo – Joyce Peters spoke to MK Roofing and there was a misunderstanding for the length of time needed for the material. Instead of three to four weeks, it’s actually 34 weeks. So now the gazebo roof will be done sometime in May, 2025. They only do material production in the spring. MK Roofing is looking for other places to see if they have the “shake” look. In the meantime, they’re leaving the order in. Tim Yoder has put the weathervane back up on the roof until the construction can begin.
- Policy Manual – Lance Portman finished looking it over and didn’t have any questions to ask. Joyce Peters sent it back saying that the trustees are OK with the changes except for the appendix. She thinks that they can do the appendix on their own. They also need to talk about how many paper copies they need. Every employee is supposed to have one. Joyce said that she would like every fire officer to have a paper copy. Mike Komandt said, “No, that there will only be one paper copy at the station.” He then said that everyone else can have a copy of it on a flash drive.
- Solar panels – Henry Duchscherer said that nine inverters need to be replaced/installed. The person from the company said that the panels put out 742-kwh over the month of October, which gave us a net credit of \$22.68 (was

taken off of our electric bill). This saves us about \$100.00 a month on the township's electric bill. Henry said that to have the inverters repaired, it won't cost the township anything.

- Shedd/Newcomb – No feedback yet.
- Turning lane – Henry Duchscherer spoke to Brian Blaney and they're going to do a traffic study to determine if they need to make the left eastbound lane on 422 a turning lane or make the light a turning arrow for turning left onto 528 going north.
- Maintenance employee – Joyce Peters found a Parkman job description labeled "handyman". She would like to change the title to "maintenance person". She read the description of the job. Henry Duchscherer put together a list of what he would expect this person to do. It would be a part-time position.
- Cell tower – Henry Duchscherer dropped the contract off at Sheila Salem's office (prosecutor's office) to have her go over it. He said that we are receiving about \$15,000.00/year from them. He's having the prosecutor go over it to see we could make more money off of it. The cell tower company is leasing our land.
- Dumpster pad – Henry Duchscherer sent in the grant request. It will be in the amount of about \$5,500.00 for a concrete pad. The grant is through the Geauga-Trumbull Solid Waste District.
- ARPA update and Supplemental ARPA Resolution to encumber remaining ARPA funds – Joyce Peters said that we're receiving reminders from the state to appropriate/obligate funds to a specific project. They have to have a vendor that the money is attached to. Joyce said that they have spoken about putting the remaining ARPA money into the cemetery pillars. Joyce went through the numbers, then they did a supplemental appropriation. See Motions and Resolutions.
- Cemetery: Sexton, Pillar contract – The pillar contract was tabled. Joyce Peters saw Dale Komandt this past week. He wrote out a list of everything that he did when he was the sexton. Joyce asked if he would like to participate in the interviews. As of now, it'll be just Joyce and Lance Portman doing them.

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

New Business

- Joyce's phone – Joyce Peters got rid of her home land-line phone. If you don't already have her cell phone number, then she can be reached by email.
- Employee Evaluations due 1st meeting in December – Joyce Peters said that they need to be done by the first meeting in December, because that is when they set raises for the next year.
- Grant process – Joyce Peters attended a three-hour online class by Ohio Business Management about grants. They taught about grant tracking software and other ways to find and get grants. The second half of this class is tomorrow. Joyce Peters spoke about how each township could set up a "dashboard".
- Elevator testing – Joyce Peters was here when Eric Mathews was showing Lance Portman how to do the elevator testing. Joyce asked Mike Komandt to

make it a fire department responsibility. Henry Duchscherer said that the guy from the state is coming on Thursday.

- OTARMA alternate rep – Lance Portman will be the alternative representative.
- Windstream fiber – Joyce Peters received an email from them saying that they are transitioning their lines from copper to fiber. Joyce asked Mike Komandt if he had contact information to Windstream. Mike said that he had emailed the representative and said that everything had changed over.
- Year End and 2025 Temporary Appropriations – Denise Villers will be in the class. Joyce Peters asked if Denise has to do the class first. Denise said that she can start the process. Joyce asked if they could have a goal to have them by the second meeting of December.
- Ohio Road Maintenance Check – It is to help reconstruct roads where animals are used to travel them. *See Motions and Resolutions.*
- Dept of Commerce – Lance Portman said that they installed a fiber line on Hosmer Road from one pole to another, and that was it. This all started from a phone call from a while ago.

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

Public Comment

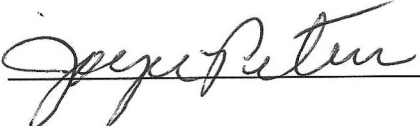
- Resident Roger Anderson said that he and Mike Komandt were replacing the flag at Veteran’s Park when Mrs. Keogh brought up one of our older flags that she was able to repair. He thinks it would be a nice gesture for the trustees to send a thank you note or something to her.

Motion to adjourn: Lance Portman at 8:29pm, Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on December 3rd, 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  _____