

# Parkman Township Trustees

Regular Meeting December 3<sup>rd</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, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – John Spelich, Assistant Zoning Inspector – Mark Strumbly, Fire Chief – Mike Komandt, Residents – John Augustine, Roger Anderson, Lynn Schiffbauer (Community House Coordinator), and Ann Wishart from the Geauga County Maple Leaf.

## Meeting Motions and Resolutions:

Lance Portman made a **motion** to approve the November 19<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 prepay Hess Pest Control for a 5% discount for pest control for the year 2025. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to resolve to use **ARPA funds** to repair the Overlook Cemetery pillars as contracted by A&A Masonry not to exceed \$17,439.36. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. **(Resolution #115-2024)**

Lance Portman made a motion to accept the contract with A&A Masonry in the amount of \$19,950.00 to repair/replace the entrance pillars at the cemetery. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #116-2024)**

Lance Portman moved to hire Bob Humr for temporary help with the Road Department at a pay rate of \$30.00/hour as needed. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. **(Resolution #117-2024)**

Joyce Peters made a motion to award a 4% pay raise to the Road Department employees effective on the first pay period of 2025. The Road Superintendent will receive a \$1.00/hr raise with a new rate of \$26.06/hr, Joe Rager will receive an \$0.80/hr raise with a new rate of \$22.61/hr, and Codee Dean will receive an \$0.80/hr raise with a new rate of \$20.80/hr. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. **(Resolution #118-2024)**

Joyce Peters made a **motion** to accept a \$100.00 donation from Henry & Dixie Warner to the Parkman Township Fire Department in memory of Charles Dillon. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a **motion** to adjourn the meeting at 8:19pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the November 19<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 the delay (due to illness, etc.) and they have, again, extended the deadline. (Crazy!) More records requested...and again 12/02.*
- I attended the OTA's Fiscal Officer webinar on November 22<sup>nd</sup>: *Reading Financial Data and Spotting Trouble for Non-Accountants*.
- I attended the SLFRF webinar on November 25<sup>th</sup>: *Countdown to the ARPA SLFRF Obligation Deadline: What Local Governments Need to Know Before December*.
- I am registered for the UAN live webcast on Monday, December 9<sup>th</sup> (8:00a.m. – 4:00 p.m.) for the **2024 Virtual UAN Year-End Update**.
- Do we want to pre-pay our account with Hess Pest Control? They offer a 5% discount if we pre-pay for the next year. See *Motions and Resolutions*.
- The next *Geauga County Township Association* meeting is January 8, 2025 (hosted by Hambden Township) at St. Mary's Church in Chardon. Let me know ASAP if you are able to attend so that I can get our reservation in before Christmas.

### 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. Jerry Byler, DBA Byler Business Services, completed an application on behalf of Marcus Mullet of 16047 Shedd Road. Mr. Byler submitted a site plan. Also included was the septic location, house plans and location of the barn. All paperwork was in order and a permit was issued.

2. Danny Mullet Jr. came to the office a few weeks back and submitted a site plan, legal description of his property and house plans. Mr. Mullet is planning a 3,200 square-foot house on Shedd Road. All paperwork was in order and a permit was issued. 16151 is the new house location.
3. On the four non-compliant letters sent out to various property owners a few weeks ago, the letter sent to Brian Trendle was returned “unable to Forward”. Joe Urban called Zoning and wanted to know if he were to put up-to-date vehicle tags on the two vehicles in question if that would be OK. Zoning said it would be OK as long as the vehicles were in running order. No response from Wojtasik of Owen Road, nor Baril.
4. The request for a Prosecutor action packet was sent to Shelia Salem, Assistant Prosecutor on the Dustin Porter case. The Prosecutor starts with a letter or two to Mr. Porter. Then, if Mr. Porter has an attorney, she goes one on one with the attorney.
5. As I mentioned at the last meeting, Mark went out of his way to assist the Kauffman Auction group to place signs in various locations. Mark reported last week that he (Mark) showed up at the Auction and it seemed there was no interest.
6. Zoning touched base with Main Market Motors on Main Market. They continue to have about 24 units on the main car lot and they are junking about three units a week.
7. Tiffany of Western Reserve Title out of Middlefield/Chardon reported that the Marvin Troyer parcels on Hosmer Road had three additional changes in boundaries with the property since Zoning approved the first changes in July of 2024. The title company wanted to know if Zoning had made any changes in its resolutions since that time period. Zoning had no changes so Tiffany could make the changes without Zoning having to sign off on the paperwork.

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

## Fire

- Will need copies of all checks for EMS grant items before they are sent out to vendor. *Mike Komandt said that he received the first reimbursement.*
- New Hire Auditor of State Fraud training certs turned in. *Joyce Peters asked Mike Komandt to turn them in to Fiscal Officer, Denise Villers.*
- ESO onboarding ongoing
- Jeep has been repaired. *Joyce Peters asked Mike Komandt what the ballpark cost was. Mike Komandt said around \$700.00 for parts from Summit.*
- Few more end-of-year items to purchase prior to next meeting.
- Request for \$15.00 reimbursement for Matt Welch for Halloween candy.
- Air line leaks in trucks were taken care of.

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

## Roads

- We worked to spread stone on some of the roads and then followed up with a quick grade and drag before the holiday. We were not able to get to all the dirt roads due to time and the weather.
- All the trucks are prepared for the snow event and ready if needed.

**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 a Red Cross Blood Drive December 11th.
- The elevator was inspected by the State and the Fire Department will do monthly inspections going forward.

## Overlook Park:

- Park is closed down for the season.

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

## Cemetery

- We had a full burial Monday 11/25.

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

## Old Business

- Policy Manual – Joyce Peters gave an update on what she sent to the attorneys and that they sent some questions back. They asked about three forms in the manual and asked if they could skip the appendix. Joyce said that they could go ahead and skip the appendix and to insert the Fiscal Officer.
- Maintenance employee – Joyce Peters asked the other trustees if they've thought more about what they wanted this person to do. Joyce thinks any remodeling work should be left to a professional and that there's plenty of things on the list for the person to do. Have they thought about the amount of time this person would be working? Joyce Peters said that she's thinking about 10hrs a week. During the winter, there's not too much to be done. What about the pay rate? Joyce suggested \$15.00/hr. Joyce thinks the job descriptions came from Roger Anderson's files. She said that she couldn't find them on the jump drive.
- Sexton search – Lance Portman found two possible candidates. He plans to interview them tomorrow. Dale Komandt is willing to help before he leaves the state.
- ARPA resolution to encumber; pillar contract – They were approved to do a supplemental appropriation. Joyce Peters went through the amount they have in

each account with Fiscal Officer Denise Villers and the other trustees. See Motions and Resolutions. Joyce Peters signed the contract with A&A Masonry. Lance Portman will contact them.

- Seasonal/Temporary Road Employee – Joyce Peters said that one of our employees is out on medical leave for several months and we need to cover them while they are out. Joyce read a job description of what the temporary employee would be doing. They have a candidate, who is Bob Humr, that will come in on an as-needed basis. He is already fully qualified. He will get paid \$30.00/hr, and get no health benefits. Joyce Peters would like to hire him tonight. Lance Portman has the paperwork but needs to get a copy of his driver's license. See Motions and Resolutions.
- OTARMA valuation discussion – Joyce Peters received a list of updated property values, so she sent in a list of their inventory. She asked if insurance costs were going up but didn't receive any answers. They should send them back a quote.
- Fire Gear – Joyce Peters looked up information in NFPA and O.R.C. for specifications on gear being "custom fit". She was hoping that Mike Komandt was going to send her the information that she asked him to at the last meeting. Mike Komandt said that he didn't because of the holiday, and then he was out of town. Joyce said that when she looked in NFPA, it didn't specify that gear had to be custom fit, it just gives parameters for how long something has to be. Mike said that he sent out emails to other chiefs. Joyce Peters said that she also asked others about using current gear and was told that as long as they fit in the aforementioned specifications, then the gear is ok to use until their probationary period is finished. Joyce Peters said that previously other fire department members went through the six-month probation period before new gear was ordered for them. There are currently a couple new members that she was told by Mike Komandt that only had a few weeks, to a month probationary period. Then Mike said that they have six months, and they can be terminated if it came to that. Joyce said that when she asked Mike this question before, Mike told her that he didn't have a probationary period. Mike Komandt then said that none of the rules that he has can supersede the policies of the employee manual. Joyce said that she doesn't think that it's out of line to have a six-month probationary period. Joyce said that now that they both agree that the probationary period policy is six months for firefighters too, Joyce said that they shouldn't be spending money on them in that interim time. Mike said that the "employee manual is law". Joyce said going forward, he is to follow the six months, she is of the opinion that he shouldn't be ordering \$3,000.00 worth of gear when someone is new, and they don't know if they're going to stay on the department. Joyce Peters asked if he looked into selling the gear and if any of the gear was older than 10 years old. Mike said that he didn't know. Mike then stated that he needed a waiver of liability affidavit signed to donate or sell used gear.

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

## **New Business**

- Road Department 2025 Raises – Last year they raised their amounts to try to be closer to the competition. Joyce Peters went over the budgets for 2023, 2024 and the proposals for wages by percentages. She said none of the figures included overtime. Lance Portman said that he thinks that a 3% raise was acceptable. Henry Duchscherer said that he thinks 4% is best. See Motions and Resolutions.
- GC Auditor: Parkman property reappraisal evaluation – Joyce Peters received notification from the Auditor. Appraisals for the buildings are up, but the land stayed the same. Lance Portman asked if insurance would reimburse the new appraised amount if something were to happen and if our insurance rates were going to go up. Joyce Peters said that she didn't know.
- Thank you letter – Joyce Peters wrote a thank you letter to Mrs. Dorrie Keough for repairing our large American flag.
- State amendment re: Health District Advisory Councils – Joyce Peters received an email from the OTA that an amendment is being discussed that will eliminate the district advisory council (township trustees) and give it to the county commissioners. Joyce Peters isn't for it. The OTA said if the trustees or anyone wanted to send a letter to their state representative, they could send it to [Ohiohouse.gov](http://Ohiohouse.gov)
- Fire Department Donation – See Motions and Resolutions.

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

## **Public Comment**

- Roger Anderson asked about the lawsuit that was going on about the corner lot. Joyce Peters said that we have a record in the minutes from 2017 and gave them all the minutes that they asked for. The resolution itself has not been located.

**Motion to adjourn:** Lance Portman at 8:19pm, Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on December 17<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 \_\_\_\_\_

