

Parkman Township Trustees

Regular Meeting December 17th, 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.

Immediately after calling the meeting to order, the trustees went into Executive Session. *See Motions and Resolutions.*

In attendance were Trustees – Joyce Peters, Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Fire Chief – Mike Komandt, Residents – John Weedon, Lynn Schiffbauer (Community House Coordinator), and Ann Wishart from the Geauga County Maple Leaf, and Russell Spencer from Parkman Township Fire Department.

Meeting Motions and Resolutions:

Lance Portman made a **motion** to approve the December 3rd, 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 the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. 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 7:05pm.

(Resolution #119-2024)

Joyce Peters made a motion to accept the 2025 Temporary Appropriations as presented. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. **(Resolution #120-2024)**

Joyce Peters made a motion to accept the policies written by Fishel, Downey, Albrecht & Riepenhoff LLC. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #121-2024)**

Joyce Peters made a motion to hire Patty Humr for the position of Cemetery Sexton. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #122-2024)**

Joyce Peters made a motion to increase the pay of the Cemetery Sexton to \$300.00/month. If there are more than twelve burials a year, then they are to get paid

\$150.00 for each burial over the twelve. Lance Portman seconded the motion. All voted yes, motion carried unanimously. **(Resolution #123-2024)**

Lance Portman made a **motion** to adjourn the meeting at 7:59pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the December 3rd, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Met with auditor here on Friday, December 13th. Work continues...
- I “attended” the UAN live webcast on Monday, December 9th (8:00 a.m. – 4:00p.m.) for the 2024 Virtual UAN Year-End Update.
- Listened to Session #2 on the ARPA/SLFRF on Friday, December 13th.
- The next Geauga County Township Association meeting is January 8, 2025 (hosted by Hambden Township) at St. Mary’s Church in Chardon. *Reservation/payment sent today.*
- Temporary Appropriations for 2025. See *Motions and Resolutions*.
- Received two Job Opportunity postings from the County – posted on bulletin board at Community House and forwarded for social media posting.

NOTE:

- 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. Zoning received a text from Sue Martin of the County Tax Map Department to have Zoning verify an address on parcel # 25-010100. Zoning accepted the new address of 16761 Hosmer Road.
2. Received from Planning a copy of the executed and approved deeds for Application 24-140 for real property held by Beard Custom Construction with the land located at 17222 Reynolds Road in the township. Zoning received, reviewed, and approved the split November 6th, 2024. The new owners are from VA.
3. Received from Planning a minor lot split part of Parcel 25-022900 containing 3.38 acres held by Beverly Gates. All Zoning requirements were met. Zoning reviewed the split, signed and returned one map to Planning.
4. Finally, Zoning received from Planning copies of the executed and approved deeds on application 24-107 on real property held by Mark and Ruby Byler & Allen and Martha Miller Parcel # 25-190841 about one acre being a 60-foot right-of-way in the Tavern Road area. Also 21.481 acres is the permanent parcel belonging to Mark & Ruby Byler.

A 3.1-acre lot split is the deed of record with parcel # 25-190872 belonging to Allen & Martha Miller. The deeds received coincides with the survey map received, reviewed, and signed by Parkman Township Zoning.

Zoning Discussion – Any discussion was held during each section.

Fire

- Few more EMS items to order prior to end of year.
- ESO onboarding ongoing
- Engine 4221 received new batteries and has a loaner alternator installed. New one on order.
- Payroll is in.
- Stipend and uniform allowance eligibility is in.
- ESO will be live on 1 Jan 2025. Few more personnel to get trained.
- Windstream began the Fiber install yesterday without notice. *Mike Komandt said that he found out that the prices are in addition to what we're already paying, and the maintenance fees are very expensive.*
- An airline broke today.

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

Roads

- We did the best we could during the snow event to keep up with the roads. I would like to thank you for the hiring of Bob, as he was a huge help.
- During the storm we had to have a few repairs made to the F550 dump truck and Sedensky was able to prioritize us and fix it.
- As the weather allows, we will try our best to maintain the roads. Please let the residents know that the road grader will not be out on the wet roads, especially if there is rain or snow in the forecast. This is also the season that we cannot always get to our stone piles due to it being frozen. In the event we have a couple of days above freezing temps that do not thaw the pile fully, I will use what we are able to.
- I am working on finishing roadside back-cut mowing, if possible, when the weather cooperates.
- Services have begun on the trucks, then we will follow up with the equipment.

Roads Discussion – Lance Portman said that we were reimbursed with grant monies for everything from our trash day.

Community House/Overlook Park

- We have 3 bookings for January.
- We are still waiting to get our replacement inverters installed. Our solar company is having employee problems. Hopefully they will be installed before the end of the year.

Overlook Park:

- Closed for the winter.

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

Cemetery

- There was a cremation on Saturday.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Policy Manual – Lance Portman doesn't have any questions. Henry Duchscherer had a couple of questions that were answered by the other trustees. See *Motions and Resolutions*.
- Maintenance employee – A pay rate of \$15.00/hr was discussed as were the duties expected of this person. Joyce Peters has the job description that she read out loud. After more discussion on other duties that the trustees would like this person to do, Joyce will re-write the description and then put it on Facebook as well as have the position advertised in the papers.
- Update of Firefighter hours – Joyce Peters was going to do an update, but she needs to do it over again. Tabled for now.
- Sexton – Lance Portman interviewed two good candidates. Discussion was held on pay increase and supplemental pay if there's more than twelve burials in a year. See *Motions and Resolutions*.

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

New Business

- Legislative update – Joyce Peters gave an update on HB-315 Omnibus Bill. It's a bill that includes information where the township can post things on social media that they previously couldn't.
- Deceased Firefighter plaque – A former firefighter suggested bringing the fallen firefighter plaque to the community house so that more people could see it. Joyce Peters brought the suggestion to the public. Firefighter Russell Spencer of the Parkman Township Fire Department immediately said that it has more history staying in the fire department because it means more to the fire department. Joyce Peters said that she would also like to honor the fallen

firefighters here (in the Community House). Mike Komandt said that there's a list of all firefighters on the wall in the Community House. Denise Villers looked and said that the list is everyone that's been on the fire department. Joyce said that she would like to have a plaque of members who have put in a significant amount of time (decades of service), not necessarily deceased members.

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

Public Comment

- Ann Wishart of the Maple Leaf asked what the duties of the Cemetery Sexton are; Joyce Peters read them off.

Motion to adjourn: Lance Portman at 7:59pm, Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on January 7th, 2025, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by 