

Parkman Township Trustees

Organizational Meeting January 7th, 2025

The Organizational 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, Assistant Zoning Inspector – Mark Strumbly, Residents – Lynn Schiffbauer (Community House Coordinator), Amanda Garrett, Mike Craver, and John Augustine, and Russell Spencer from Parkman Township Fire Department.

Joyce Peters made a motion to go into Executive Session at 7:00pm. 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. All voted yes, motion carried unanimously. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. They came back into regular session at 7:02pm. **Resolution #001-2025**

Meeting Motions and Resolutions:

ORGANIZATIONAL MEETING

A motion was made by Lance Portman and seconded by Henry Duchscherer to appoint Joyce Peters as Chairman Pro Tem.

Vote: All Yes

Resolution #002-2025

A motion was made by Henry Duchscherer and seconded by Lance Portman to appoint Joyce Peters as Chairman of the Parkman Township Board of Trustees.

Vote: All Yes

Resolution #003-2025

A motion was made by Joyce Peters and seconded by Lance Portman to appoint Henry Duchscherer as Vice-Chairman of the Parkman Township Board of Trustees.

Vote: All Yes

Resolution #004-2025

A motion was made by Lance Portman and seconded by Henry Duchscherer to follow the guidelines for public meetings per ORC121.22 as amended and enacted on Resolution #187, dated December 17, 1985.

Vote: All Yes

Resolution #005-2025

A motion was made by Lance Portman and seconded by Joyce Peters to appoint Henry Duchscherer as representative to the Health District Advisory Committee with Lance Portman as alternate.

Vote: All Yes

Resolution #006-2025

A motion was made by Joyce Peters and seconded by Henry Duchscherer to appoint Lance Portman as the Designated Employer Representative to the Geauga County Drug and Alcohol Consortium Committee

Vote: All Yes

Resolution #007-2025

Creation of Liaisons for Departments – The following assignments were made by a motion from Joyce Peters and seconded by Lance Portman

	<i>Primary</i>	<i>Secondary</i>
<i>Corrections – Resolution #40-2025 dated January 21, 2025</i>		
Community House & Parks	<u>Henry Duchscherer</u>	<u>Lance Portman</u> <i>Joyce Peters</i>
Fire Department	<u>Joyce Peters</u>	<u>Henry Duchscherer</u>
Zoning	<u>Henry Duchscherer</u>	<u>Lance Portman</u>
Road Department	<u>Lance Portman</u>	<u>Henry Duchscherer</u>
Cemetery	<u>Lance Portman</u>	<u>Henry Duchscherer</u> <i>Joyce Peters</i>

Vote: All Yes

Resolution #008-2025

A motion was made by Lance Portman and seconded by Henry Duchscherer to re-enact the brine resolution of May 15, 1985, for brine application on Parkman Township roads.

Vote: All Yes

Resolution #009-2025

A motion was made by Henry Duchscherer and seconded by Joyce Peters to approve the signing and payment of the bills and wages for the year 2025

Vote: All Yes

Resolution #010-2025

A motion was made by Joyce Peters and seconded by Henry Duchscherer to set the holiday schedule as follows: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Thanksgiving Day, date after Thanksgiving, Christmas Day. (total = 11)

Vote: All Yes

Resolution #011-2025

A motion was made by Lance Portman and seconded by Henry Duchscherer to reimburse out-of-township business road mileage based at the IRS rate for business miles @\$0.67 per mile.

Vote: All Yes

Resolution #012-2025

A motion was made by Henry Duchscherer and seconded by Lance Portman to pay the Parkman Township Board of Trustees and Fiscal Officer by the method of salary in 2025.

Vote: All Yes

Resolution #013-2025

Employee Hospitalization:

A motion was made by Joyce Peters and seconded by Lance Portman that Parkman Township provide hospitalization insurance (along with vision, dental, and life insurance coverage) for full-time road department employees; and that there will be a payroll deduction of 7% of the premium coinsurance for each full-time road department employee for said insurance. The premium coinsurance applies to any trustee or fiscal officer who elects to receive the same health insurance coverage.

Vote: All Yes

Resolution #014-2025

A motion was made by Lance Portman and seconded by Henry Duchscherer that Parkman Cemetery Rules and Regulations remain unchanged.

Vote: All Yes

Resolution #015-2025

A motion was made by Henry Duchscherer and seconded by Joyce Peters to appoint Patty Humr as the Cemetery sexton with a salary of \$300.00 per month.

Vote: All Yes

Resolution #016-2025

A motion was made by Henry Duchscherer and seconded by Joyce Peters to appoint Angela Fox as the Assistant Cemetery sexton with a salary of \$150.00 per month.

Vote: All Yes

Resolution #017-2025

A motion was made by Lance Portman and seconded by Joyce Peters to pay Charles Ehrhardt \$250.00 annually as the Bundysburg Cemetery caretaker.

Vote: All Yes

Resolution #018-2025

A motion was made by Henry Duchscherer and seconded by Joyce Peters to appoint Lynn Schiffbauer as the Community House Coordinator with a salary of \$1,200.00 per month.

Vote: All Yes

Resolution #019-2025

A motion was made by Joyce Peters and seconded by Henry Duchscherer to appoint Stacey Urbanowicz as the Township Administrative Assistant with a salary of \$300.00 per month.

Vote: All Yes

Resolution #020-2025

A motion was made by Lance Portman and seconded by Joyce Peters to pay the Parkman Township Fire Chief, Mike Komandt, an annual salary of \$8,000.00 in 2025, to be paid equally on a quarterly basis.

Vote: All Yes

Resolution #021-2025

A motion was made by Joyce Peters and seconded by Henry Duchscherer to appoint Russell Spencer as the Parkman Township Assistant Chief; and to be paid an annual salary of \$5,000.00 in 2025, to be paid equally on a quarterly basis.

Vote: All Yes

Resolution #022-2025

A motion was made by Joyce Peters and seconded by Henry Duchscherer to pay the Parkman Township EMS Officer, Tanner Baker, an annual salary of \$1,000.00 – payable after November 30th.

Vote: All Yes

Resolution #023-2025

A motion was made by Lance Portman and seconded by Henry Duchscherer to pay the Parkman Township Volunteer Firefighters a stipend of \$40.00 per call for responding to a fire/EMS call.

Vote: All Yes

Resolution #024-2025

A motion was made by Henry Duchscherer and seconded by Lance Portman that Zoning fees remain unchanged.

Vote: All Yes

Resolution #025-2025

A motion was made by Joyce Peters and seconded by Lance Portman to appoint John Spelich as Parkman Township Zoning Inspector and to pay the Zoning Inspector a monthly salary of \$720.00 with a mileage stipend of \$75.00 per month.

Vote: All Yes

Resolution #026-2025

A motion was made by Lance Portman and seconded by Henry Duchscherer to appoint Janis Helt as Parkman Township Zoning Secretary with a salary of \$680.00 per month.

Vote: All Yes

Resolution #027-2025

A motion was made by Henry Duchscherer and seconded by Joyce Peters to appoint Mark Strumbly as Parkman Township Assistant Zoning Inspector and to pay the Assistant Zoning Inspector a monthly salary of \$350.00 with mileage stipend of \$75.00 per month.

Vote: All Yes

Resolution #028-2025

A motion was made by Joyce Peters and seconded by Henry Duchscherer that the Zoning Commission and Zoning Board of Appeals stipend will be paid at the rate of \$30.00 per meeting attended. (Not to exceed \$360.00 per person per year)

Vote: All Yes

Resolution #029-2025

A motion was made by Lance Portman and seconded by Henry Duchscherer to re-appoint Rich Hill to the Board of Zoning Appeals for the five-year term ending January 1, 2030.

Vote: All Yes

Resolution #030-2025

A motion was made by Henry Duchscherer and seconded by Joyce Peters to re-appoint Gail Duchscherer to the Board of Zoning Appeals for the five-year term ending January 1, 2030.

Vote: All Yes

Resolution #031-2025

Joyce Peters made a **motion** to adjourn the Organizational meeting at 7:14pm; Henry Duchscherer seconded. All voted yes; motion carried unanimously.

The regular meeting of the Parkman Township Trustees was called to order at 7:14pm by Joyce Peters, township trustee chairperson.

Regular Meeting of the Parkman Township Trustees

Meeting Motions and Resolutions:

Lance Portman made a **motion** to approve the December 17th, 2024, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to approve a blanket PO for up to \$2,300.00 for the Ohio EMS grant. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (**Resolution #032-2025**)

Joyce Peters made a motion to approve a blanket PO for \$25,000.00 for repairs and maintenance for fire department vehicles. All voted yes, motion carried unanimously. **(Resolution #033-2025)**

Joyce Peters made a motion to go into ~~Excutive~~Executive Session at 8:10pm. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. 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. All voted yes, motion carried unanimously. Roll Call vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. They came back into regular session at 8:15pm. **(Resolution #034-2025)**

Joyce Peters made a motion to accept the resignation of Robert Humr. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a motion to adjourn the meeting at 8:23pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the December 17th, 2024, regular trustee meeting. See *Motions and Resolutions*.
- Work has begun on our Year-End accounting.
- The next *Gauga County Township Association* meeting is January 8, 2025 (hosted by Hambden Township) at St. Mary's Church in Chardon. (Tomorrow)
- Received a *Job Opportunity* postings from County – posted on bulletin board at Community House and forwarded for social media posting

NOTES:

- OTA 2025 Winter Conference: January 29 – 31 (*Two rooms reserved*)
- *Joyce Peters and Denise Villers are planning on going.*

Zoning

1. A special Zoning request received from Ohio Real Title from Hudson Ohio on parcel 25-190333 on land being held by Don M. King located at 17296 Old State Road. The owner, Mr. King, is proposed to sell to Burton Land Company LLC. This Land Company is the same that Zoning had a problem with this past fall. Zoning is going to keep an eye on the company.

2. Received an email from Donnie Smiensi of 16835 Bundysburg Road. Mr. Smiensi had a few questions on setbacks and the proposed location of a building that he is planning for this spring. The back side of the property is slanted, and the owner says it may not be feasible to place the building in the rear of the house as Zoning regulations

call for. Mark is to take some time to review the property. The owner may ask for a variance to have the proposed building located beside the house or a little in front of the house.

3. Received an email from Kathleen McCarthy, Administrative Assistant of Chester Township Zoning thanking Parkman Township Zoning for responding to their request regarding stipend pay for BZA and/or ZC board members.

4. Zoning did some running around and spoke to Don Smiensi on some Zoning questions on his 16835 Bundysburg Road property that he may be using for agriculture purposes. Stopped at 17265 Nash Road on a complaint that the owner was renting the camper to be used for an Air B&B. Looking at the camper, Zoning found that there were no propane hook ups nor electrical use at this time (Zoning will keep an eye on the property).

5. Zoning stopped by and talked to the landowners at 17975 & 17972 Madison Road to request that the two 4 x 8 Trump billboards be removed because they're partly in the rite-of-way on Madison Road. A follow-up letter was sent out to the owners of the signs.

6. Mr. Gingerich of Owen Road called the office and wanted some information on zoning setbacks. We returned his call and requested that he call Zoning back with his questions.

7. Zoning is looking into the Air B&B situation and will hopefully bring to the next meeting some helpful information.

Zoning Discussion – Any discussion was held during each section.

Fire

- We received an extension of the Ohio EMS Grant for this month. Will allow us to spend the remaining funds. Request blanket up to \$2,300 for the remaining grant award. *See Motions and Resolutions.*
- ESO is live. Working well for personnel.
- Squad mechanic is still attempting to come out to troubleshoot an electrical issue.
- Have not heard anything additional from Windstream on the fiber installation.
- Motion to promote Russell Spencer to Assistant Chief effective 1 January 2025 with salary of \$5,000 paid quarterly. *See Organizational meeting minutes.*
- Request a blanket approval for repairs and maintenance for the apparatus up to \$25,000. *See Motions and Resolutions.*
- Need approval to get the squad to the body shop for estimates on corrosion on the roof of the cab. Corrosion is bad enough that a cab marker light cannot be repaired or reinstalled. *Joyce Peters gave verbal approval to get quotes.*

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

Roads

- Prior to the snow coming we were able to get some stone on a couple roads and drug into the holes. Once the snow melts and the roads thaw, we will continue to maintain and try to get to the roads ASAP.
- We have been working on trying to complete services on the equipment and trucks as time allows.
- All work has been complete on the F550 dump truck.

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 4 bookings for January and 2 for February.
- We have to look at the computer in the Zoning office, it's not working right and we need to see if it's fixable.
- Hess Pest Control serviced the Community House, Firehouse, and Road Garage last Tuesday. Is there a need to add the North Garage to this list? *Lance Portman said that they might as well.*

Overlook Park:

- Closed for the winter.

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

Cemetery

- I was advised that we will have a burial on Tuesday the 14th. *Joyce Peters asked if Patty Humr was aware of this. Joyce also said that they will have to change the number on the website so that people will call Patty instead of Dale.*

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Policy Manual distribution/collection – Joyce Peters contacted the attorneys and told them that they approved the policies. Joyce said that there needs to be a hard copy in each department head's office (Fiscal Office, Zoning, Fire Department, Road Department). Joyce also requests that each employee have either a hard copy or a digital copy, then they have to sign that they have received it. Joyce would like all acknowledgment forms signed by February 1st, 2025.
- Firefighter hours – Joyce Peters did a spreadsheet of all the firefighters who collected a paycheck from December 2023 to November 2024. It's a running 12

months to keep track of hours worked. They are allowed to work 1,976 hours a year to remain a part-time employee before benefits have to be paid. One person was very close in hours. Joyce Peters said that financially, the figures indicate that they are close to what they have budgeted for this year.

- Horse shed – Henry Duchsherer said that people are not cleaning up after themselves again. Henry is of the thought that if people aren't going to clean up after themselves, then they should close it down and make it a storage shed. Some discussions were held, nothing was decided at this time.

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

New Business

- Inventory – Joyce Peters said that it's time for checking inventory again. Please make sure that Joyce has all the changes of things that were discarded or new purchases. Lynn Schiffbauer said that she has some new stuff to add.
- Legislative update – Joyce Peters brought up that HB-315 was passed, and that this will help the state restore local government funds that were cut and to increase funding to small towns and villages. Joyce listed many of the benefits of this bill including cemetery funding, requesting additional funding for technology, providing enforcement for tax collections on Air B&B's, grants for AEDs, and others.

New Business Discussion – Joyce Peters wanted to compliment Codee on the Road Department and said that she is "killing it" after the last snow event. Joyce also said that our Community House and Overlook Park rentals have brought in \$11,025.00 and the cemetery brought in \$14,000.00 in revenue in 2024. Joyce thanked Lynn Schiffbauer for all of her hard work and dedication for helping to improve the Community House and park to help bring in the extra revenue.

Public Comment

- None

Motion to adjourn: Lance Portman at 8:23 p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on January 21st, 2025, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by 