

## **Parkman Township Trustees**

Regular Meeting January 21<sup>st</sup>, 2025

The regular meeting of the Parkman Township Trustees was called to order at 7:00pm by Joyce Peters, township trustee chairperson.

In attendance were Trustees - Lance Portman, Henry Duchscherer, and Joyce Peters, Fiscal Officer - Denise Villers, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – John Spelich, Resident – John Augustine, and guests – Max Soltis and Aubreigh Kitzmiller.

The Pledge of Allegiance was recited, and an agenda was made available.

Before starting the meeting, Joyce Peters introduced guests Max Soltis and Aubreigh Kitzmiller, who are here because they are applying for OTA scholarships. See New Business for further report.

### **Meeting Motions and Resolutions:**

Lance Portman made a **motion** to approve the January 7<sup>th</sup>, 2025, Organizational and Regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a motion to approve the Agricultural Exception form for Parkman Township Zoning. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #035-2025)**

Joyce Peters made a motion for a blanket PO in the amount of \$9,500.00 for firefighter training. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #036-2025)**

Joyce Peters made a motion to dispose of excess and surplus fire department inventory for 2025. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #037-2025)**

Joyce Peters made a motion to go into Executive Session at 7:35pm. Lance Portman 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. Lance Portman seconded the motion. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. They came back into regular session at 7:40pm. **(Resolution #038-2025)**

Joyce Peters made a motion to hire Caitlyn Lewis to the Parkman Township Fire Department as a firefighter/EMT. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #039-2025)**

Joyce Peters made a motion to change the secondary trustee liaisons for Community House from Lance Portman to Joyce Peters and the cemetery from Henry Duchscherer to Joyce Peters. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #040-2025)

Joyce Peters made a **motion** to accept the resignation of Angela Fox, assistant cemetery sexton. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a **motion** to approve the Parkman Township Maintenance job description list as written. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a **motion** to remove the second paragraph on the last page of the employee policy manual. Lance Portman seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a motion to approve the OTARMA Insurance coverages as they are written. Henry Duchscherer seconded the motion. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. (Resolution #041-2025)

Joyce Peters made a motion to hire Mike Craver as the part-time maintenance employee. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #042-2025)

Lance Portman made a motion to adjourn the meeting at 8:26pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the January 7<sup>th</sup>, 2025, Organizational and Regular trustee meeting. *See Motions and Resolutions.*
- Work continues on our Year-End accounting.
- W-2s distributed to employees.
- Received paperwork from the Geauga County Board of Elections with the 2025 election dates (May 6<sup>th</sup> & November 4<sup>th</sup>) asking for our contact information. Kathy Allen is again willing to be responsible for opening & locking the Community House for these election dates.
- Received information on grants (M.O.R.E. and Fire/EMS) from OTARMA.
- OTARMA Renewal received – reviewing (Due February 15<sup>th</sup>)
- “Attended” the BWC webinar – January 14<sup>th</sup>.
- Received a Job Opportunity posting from County – posted on bulletin board at Community House and forwarded for social media posting.

NOTES:

OTA 2025 Winter Conference: January 29 – 31  
*Joyce Peters and Denise Villers attending.*

Zoning

1. Received from Planning the legal descriptions and survey maps on property held by Marvin W. & Ellen Byler on Parcels #32-074292 & #32-068810 (Troy Township) & Elmer W. & Marvin W. & Wayne M. Byler Parcel #25-113510 (Parkman Township).

Proposed Division of land containing 15.2 acres in Troy Township 32-074264 to be conveyed to the following 32-074292 & 32-068810. Proposed consolidation of land for a total 21.4 acres which is part of the following: Troy Township #32-074292 & #32-068810 a second Division of land of 18.30 acres to be conveyed to Parcel #32-074293 (Troy) and the residual contains 33.60 acres which breaks down to 24.0 acres in Troy Township and 9.59 acres is in Parkman Township being Parcel #25-113510.

The Surveyor had a foot note on the drawings saying --- “the intent of the survey is to (1) split 15.2 acres from Parcel #32-074264 & consolidate it with 6.25 acres from Troy Parcels #32-074292 & #32-068810. (2) split 18.3 acres from #32-074264 and consolidate it with 0.5945 acres from #32.074293. (3) split 25.5 acres from Troy parcel #32-074264.”

All Parkman Township Zoning resolutions were met and Zoning reviewed, signed, dated and returned one map back to Planning. *Joyce Peters asked if Parkman Township was losing land. John Spelich said no, that it was a trade.*

2. Danny Mullet called Zoning and requested that we send a letter to the County Building Department to confirm that he could build a barn on his Madison Road property. So, Zoning called the building department to see for sure what was going on because in past years we’ve never had to do what Mr. Mullet was asking. Mr. Spada of the County Building Department said they were only requesting that Mr. Mullet complete an Agriculture Exception Form.

Zoning has been using the form from the county for years, and I received a form from Madison Township. We have made a few changes, and this should take care of any further misunderstandings. (pass out form). *See Motions and Resolutions.*

3. Andy Gingrich was in the office and completed an application on behalf of his father-in-law Marvin Kaufman of 17780 Owen Road. All paperwork was in order and Mark issued a permit for a two-story house.

4. Andy Fisher called the office and said he would come to the office this week to complete an application for a new house to be located at 17131 Tavern Road.

5. Tracy Roberts of Montville Plastics, located at the Industrial Park, is coming into the office to complete an application to have permission to locate two steel containers on

the rear of the property to store materials for up to six months. Zoning will have the company complete an application for a temporary conditional use. *John Spelich said that at the end of the six months, she has to have them pulled out.*

6. Over the past several weeks I have spoken with Zoning Inspectors on the “Air BNB” subject. Russell Township has Air BNB as a prohibited subject, and they would refer the person to go before the BZA and the BZA could set the parameters for the use. Let’s keep in mind we have not had a problem with Air BNB’s but as Henry suggested, we should further look into it. Quite a few townships have nothing on their books at this time and most are waiting for the state to come forward.

7. Received from Planning a copy of the executed and approved deed on Application 24-136 for real property held by Marvin O. & Cindy D. Miller. This deed coincides with the survey map approved and signed by Zoning November 26, 2024.

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

### Fire

- Additional EMS grant items have been ordered.
- Squad mechanic was out and replaced the onboard battery charger, sent some parts for minor repairs in house. Those minor repairs have been completed.
- Truck mechanic is beginning repairs already. Pump valve replacements are upcoming in the next few weeks.
- Received first quote for squad corrosion body work. *Quote from Preston was in the amount of around \$7,000.00.*
- Training for the year *See Motions and Resolutions.*
  - National courses
  - Fire Investigator add-ons
  - Fire Instructor
  - Live fire instructor
  - Fire Officer 1 & 2
  - Officer Symposium
- Completed the VFIS renewal questionnaire.
- Resolution to dispose of excess and surplus fire department inventory via GovDeals for 2025 calendar year. *See Motions and Resolutions.*
- Mr. Sedmak is beginning his hiring process.
- Active 911 subscription has been paid Via CC.
- Executive session for hiring. *See Motions and Resolutions.*

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

### Roads

- We have been busy with long hours of plowing and salting and pushing drifts. *Henry Duchscherer said that they’ve been doing a good job keeping the roads*

*plowed. Lance Portman said that they'd been coming in earlier and leaving earlier to take care of them.*

- In between, we have been working on the truck services and maintenance.

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

### Community House/Overlook Park

- We have 1 booking for January and 2 for February.
- Kinetico is coming out this week to try and figure out where the smell in the water is coming from. *Henry Duchscherer said that they figured it out and the trustees need to get a new pellet dropper. Joyce Peters said that they need to look into getting a service contract.*

#### Overlook Park:

- Not much activity.

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

### Cemetery

- We had a burial on the 13<sup>th</sup> as well as this past Saturday the 18<sup>th</sup>.

**Cemetery Discussion** – Angela Fox, Assistant Cemetery Sexton turned in her resignation letter. *See Motions and Resolutions.*

### Old Business

- Organizational Department Liaisons – Joyce Peters didn't follow up with who was the secondary on a couple of places in the previous meeting. *See Motions and Resolutions.*
- Part-time Maintenance job description – Joyce Peters made a copy of the job description. She asked if the maintenance person should also be expected to clean the horse shelter. Henry Duchscherer said that he would like for people to clean up after themselves, and if they continue to not do it, then they can turn it into a maintenance shed. It was decided that the person would work a minimum of twice a week for garbage pick-up and to leave the horse shelter clean up in for now. Joyce Peters asked if they should add shoveling the sidewalk at the Community House in the winter. Henry Duchscherer asked when they were going to hire someone and if they needed to advertise if they already had someone in mind that they wanted to hire. Joyce Peters said that she spoke with the prosecutor and was told that they don't need to advertise if they already have someone that they want to hire. *See Motions and Resolutions.*
- Inventory – Joyce Peters is still working on it.
- Policy Manuals – Denise Villers printed out copies for those people that want a paper copy. Lance Portman asked how many copies she had, and Denise Villers said that she could always make more. Joyce Peters said that the fire department has their copy. Lance Portman asked if Joyce sent out the online



version because Eric Mathews couldn't find it. After Joyce looked, she found that she mistyped Eric's email address. Joyce Peters also determined after some discussion that the last paragraph of the policy manual needed to be taken out because it didn't apply to them. See *Motions and Resolutions*.

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

## **New Business**

- America-250 – It's a celebration on July 4<sup>th</sup>, 2026, for America's 250<sup>th</sup> birthday. They're trying to get townships to participate and want them to designate two individuals. The trustees decided that they don't have the resources/people to do this.
- OTARMA quote – The quote came this week. Joyce Peters said that it's not the entire contract, but it needs to be approved by February 15<sup>th</sup>. Joyce went over the new premium compared to last year's. It's over \$7,000.00 more than last year, but they've acquired new buildings and increased the value of the gazebo. They have a choice to go with a \$2,000.00 or \$1,000.00 deductible. All three trustees chose to stay with the \$1,000.00 deductible.
- OTA Scholarship/Chamber Scholarship – We have two guests here from Cardinal High School who are applying for the OTA Scholarship. Mr. Soltis thinks that it is interesting that as part of the requirement to earn the scholarship, they are to attend a trustee meeting. They also need the signatures of the trustees to prove that they were there. John Spelich asked where they were planning on going to college. Mr. Soltis said that he wasn't sure yet, but was hoping on somewhere with a strong athletics program, and Miss Kitzmiller said that she was going to go to Kent State University for Nursing. Joyce Peters asked Denise Villers if the Chamber of Commerce was still doing scholarships. Denise said that they haven't had any applicants in the last couple of years.
- NOPEC grants – The trustees can apply now for the \$250.00 that they used last year for Memorial Day. They received a NOPEC award for this year in the amount of \$3,123.00 that can be spent on an energy related project this year. Lance Portman said that the North Garage still has lighting that needs to be done. The panel work is done. There's also the M.O.R.E. and Fire/EMS grants that are through OTARMA.
- Legislative update – Joyce Peters said that the only new thing is that the OTA and other entities worked together to address a proposed tariff revision by AT&T that would've made local governments financially responsible for relocation and undergrounding of communication utilities. On December 18<sup>th</sup>, 2024, AT&T filed that proposal with the PUCO that would impact the state and local governments and undergrounding of communication facilities existing in a public right of way to pay the cost incurred by AT&T. To prevent this from becoming effective on January 18<sup>th</sup>, on January 15<sup>th</sup>, the OTA and other local governments filed a motion to intervene with PUCO to challenge the tariff.

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

**Public Comment**

- None

Motion to adjourn: Lance Portman at 8:26 p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on February 4<sup>th</sup>, 2025, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by 