

Parkman Township Trustees

Regular Meeting February 4th, 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 – Joyce Peters, Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Assistant Zoning Inspector – Mark Strumbly, Residents – Jerry Jacobs, Amanda Garrett, Mike Craver, Lynn Schiffbauer (Community House Coordinator), John Augustine, and Ann Wishart of the Geauga Maple Leaf.

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

Meeting Motions and Resolutions:

Lance Portman made a motion to approve the January 21st, 2025, Regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a motion to adjourn the meeting at 7:45pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the January 21st, 2025, regular trustee meeting. See *Motions and Resolutions*.
- Work continues on our Year-End accounting.
W-2s reported to State and Federal
- OTARMA Renewal – Sent our “Commitment to Continue Membership for 2025”
Payment of \$43,651.00 due this month
- Attended the OTA annual conference in Columbus January 29th – 31st
- Completed our annual Payroll True-Up with BWC – Additional payment required by February 15th.
- Meeting with auditor next week...
- Getting connected with Amazon Business (through the OTA) to change over to invoicing rather than credit card charges.

Zoning

1. Received from Planning a lot line adjustment on Parcel #25-056500 (owner Christ Miller) with property located on Shedd Road Parcel #6. The lot line adjustment is a 60-foot flag lot. All paperwork was corrected, signed, received and returned to Planning.

2. Received from Planning a re-survey of Parcel #25-022902 owned by Maria Lupardus of Madison Road. The survey shows where all of the encroachments are located and the length of each of the total of five.

- 1) Asphalt drive: 6.4 feet.
- 2) Asphalt drive: 11.1 feet
- 3) Ad joiners farm garage: 4.7 ft. & 8.3 ft.
- 4) Frame shed: 52.3 ft.
- 5) Garage encroachment: 6.7 ft.

A non-conforming letter has been sent to the owner Mike Novotny parcel # 25-005700. As you can see this is the next-door neighbor of the Lupardus's. It's my understanding that Zoning just found out about the situation this past week but the dispute with the two neighbors has been going on for at least 4 years. Zoning requested that Mr. Novotny complete a request for a variance ASAP. *Lynn Schiffbauer said that the previous owner had given permission to allow the encroachments.*

3. Follow-up letters to have the 4' x 8' Trump signs removed went out to Matt Wilson of 17972 Madison Road and Mike Novotny of 17975 Madison Road. Mark has spoken to both property owners at least twice. *The signs are now gone. Joyce Peters asked if the signs were in the right-of-way. Mark Strumbly said that they weren't. Political signs are only permitted 30 days before an election and then should be removed. Mark said that he was going to speak to Dave Dietrich. Lance Portman said that the only things allowed in the right-of-way are mailboxes, utility poles and street signs.*

Zoning Discussion – Any discussion was held during each section.

Fire

- All EMS grant items have been received.
- Completed the State fire equipment grant application. This is a 25% cost share requirement. Minimal budget impact if awarded.
- Ms. Ramsey is scheduled for pre-hire testing next week.
- Chief is participating in FEMA grant peer panel application reviews all week.

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

Roads

- We still have been busy with snow and ice events. We have spent a lot of time with drifts and trying to keep them pushed back on some roads.
- In the event there are phone calls, please know that I have requested to meet with Lance; as soon as we both can meet, we will in regards to the damage and extensive repairs we will need to do on Nash Rd in the area of the sale barn. We will be making temporary fixes when the weather allows with cold patch. I am aware of the condition of the road. Unfortunately, there is not much at this time that I can do other than monitor it daily.

- I have been able to get a couple of services completed on the trucks and equipment to get them fixed and ready for the season but still have more to do.
- I would like to thank you for the pay increases as they are very much appreciated.
- Joe has returned to work as of Monday 2/3. *Lance Portman said that he had spoken to Joe on the phone. Joe said that he is happy to be back at work and that he feels pretty good.*

Roads Discussion – Any discussion was held during each section.

Community House/Overlook Park

- We have 3 bookings in February. In March we have a Blood Drive on March 6th, Pancake Breakfasts on the 9th, 16th, 23rd, and the 30th.
- The Elevator has been repaired and inspected. *Joyce Peters asked if the inspection was a monthly one. Denise Villers said that it was the yearly inspection.*
- The pellet dropper on the water system has been replaced.

Overlook Park:

- It is very quiet.

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

Cemetery

- None.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Cyber Ohio Grant – Joyce Peters received an email from the county, and we are still in the loop to possibly receive the grant. The application is in the final stages. There is a delay in Washington D.C. The funds are in O.M.B.
- BTE Lawsuit – Joyce Peters had a conversation with the attorneys representing the township. There have been a couple of meetings between our attorneys and the opposing attorneys, and they have been working to reach a resolution to the issue. Joyce Peters said that the last she heard, they were negotiating.
- Kitchen counter – Joyce Peters said that they've been written up for the linoleum countertops in the Community House kitchen, so they need to replace them with one that is smooth, non-porous and doesn't have seams in it. Joyce would like to look into stainless steel. She asked if anyone knew where to get it from. Joyce would like to find someone competent to install the countertop. Resident John

Augustine suggested Liberty Steel in Middlefield. Joyce also asked Lynn Schiffbauer to ask the company where the Chamber of Commerce purchased the free-standing stainless steel kitchen work tables if they could suggest a place. Lynn Schiffbauer will look into it.

- OTARMA Methane repair claim – Joyce Peters submitted a claim to OTARMA about the methane system breaking down again. We have a \$1,000.00 deductible. If the claim gets approved, the township will get \$595.00 back.

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

New Business

- OTA Conference: UAN Cemetery module, Resolution vs. motion, Required resolutions, Records Retention, Sunshine Law Violations – Joyce Peters said that it was amazing how much they learned and found out. Denise Villers will set Joyce Peters up with her own UAN account. Resolutions vs. Motions: Joyce said that they will be making more written resolutions. Joyce attended all of the classes listed above and gave an example of how each one would affect the township or not. Denise Villers attended some of the same classes along with Joyce as well as those for Fiscal Officers. Joyce also learned that with some emails, the trustees shouldn't hit "reply all" because it can be considered violating the Sunshine Laws. Joyce said that she also learned that resolutions don't take effect until after 30 days. She also learned that when the trustees decide to sell items on websites like Gov.deals, a written resolution is required for every item that will be sold.
- M.O.R.E. Grant – The trustees hadn't decided what to do with the \$1,000.00. Should they use it for playground surface material? What is the cost for all of it? Lance Portman said that last year it cost around \$1,200.00 for the extra playground material. Joyce Peters asked about getting safety signage. Lance Portman said that it had to be a certain highly reflective signage and that the county makes signs for us for free. Joyce Peters will look into what else they can use the grant money for.
- Parkman Paragraphs – Cory Anderson wants to make sure it's OK to print. Joyce Peters handed it to the other trustees to review. Lance Portman said that the Scrap Day date is incorrect. Scrap Day will be June 21st. Senior scrap days are June 16th and 17th. The sign-up deadline for Senior Scrap Day is one week prior (June 9th).
- 2025 Road planning – There has been a major setback. A large section of Nash Road (a chip and sealed road) near the sale barn is damaged due to the extreme freezing and thawing weather that we have had. The road has basically crumbled and there are large holes and mud in that section. Lance Portman said that he will have to contact the county to see what can be done. All of the other chip and sealed roads have been holding up well in the weather. Nash Road is one of the roads to have been maintained this year and "Short Hosmer" was on the plan to be chip and sealed this year. The Road Department has started clearing and preparing "Short" Hosmer Road. Joyce Peters said that they should get financial figures so they can see what the potential cost will be. Lance

Portman said that they still have at least a couple months of this weather to go. Lance will get quotes on a repair, even though they can't predict the weather.

New Business Discussion – Joyce Peters introduced the newest Parkman employee, Mike Craver who is the part-time Maintenance person. Welcome Mike!

Public Comment

- Ann Wishart of the Geauga MapleLeaf asked for the name and address of the auction barn on Nash Road.

Motion to adjourn: Lance Portman at 7:45p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on February 18th, 2025, starting at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by 