

## **Parkman Township Trustees**

### **Regular Meeting February 18<sup>th</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 – Joyce Peters, Henry Duchscherer and, Lance Portman, Fiscal Officer - Denise Villers, Administrative Assistant – Stacey Urbanowicz, Assistant Zoning Inspector – Mark Strumbly, Residents – Brandon Reed, Pam Zeigler, Rod Zeigler, Megan Zeigler, Chester Gingerich, Norman Bender, Tim Pillot, John Augustine, Russell Spencer of Parkman Township Fire Department, and Ann Wishart of the Geauga Maple Leaf.

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

Presentation: Agler Road Residents – The residents of Agler Road came to the meeting to speak to the trustees about the condition of their road. Mr. Rod Zeigler was the spokesperson for the group and said that they'd been trying to get a hold of the trustees about the condition of the road and to have it repaired for a while. Mr. Zeigler spoke with trustee, Lance Portman, about it and said that previous attempts to patch the road have failed. Mr. Zeigler said that spreading stone on the road and putting stone in the holes isn't properly fixing the issues. Lance Portman said that he will speak to road superintendent, Eric Mathews, about it and ask him if he is driving the roads weekly. Mr. Zeigler stated that if Mr. Mathews was doing that, wouldn't he be able to see how bad Agler Road is? Lance Portman said that they can't do much about the roads now because they are frozen. Mr. Zeigler asked why they were being neglected. Lance Portman said that no one is intentionally being neglected. Then Mr. Zeigler said that whoever graded the road graded it too deep and left a berm that wouldn't allow the water to flow off of the road. Pam Zeigler said that she would like to add that several of the neighbors said that their horses were injured or had to be put down due to the injuries incurred from using the road. Joyce Peters said that she went back and looked at the original chip and seal plan and they are one year behind due to the contractor backing out in 2022. Joyce said that Agler Road was supposed to be done in 2026. Joyce said that there is a plan and they are trying to stick to it. Chester Gingerich of Agler Road said that he wouldn't want chip and seal on Agler Road if it's going to end up like Nash Road. Both Joyce Peters and Lance Portman said that the other roads that were chip-sealed are holding up well. Norman Bender said that his concern is the berms because the water sits on the roads. Lance Portman said that they are going to work on the berms. Rod Zeigler asks who preps the roads for the chip and seal. Lance Portman said that our road department employees do. Mr. Zeigler asked if it would be better to let the contractor prepare them. Lance Portman said that it was out of the township's budget for that to happen. Russell Spencer asked if the township had a roller or if they could rent one to compact the roads. Lance Portman will look into it. Joyce Peters thanked the residents for coming in and expressing their concerns.

## Meeting Motions and Resolutions:

Lance Portman made a motion to approve the February 4<sup>th</sup>, 2025 Regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion to make the reimbursement rate \$0.70/mile for the use of personal vehicles for township business per new federal guidelines. Henry Duchscherer seconded the motion. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. **(Resolution #043-2025)**

Joyce Peters made a **motion** to approve for the three Road Crew employees to take the day off on Friday February 21<sup>st</sup>, 2025, and use overtime for it. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a motion in support of Issue 2 which funds the State program for grants and loans to townships for road and bridge improvements. Lance Portman seconded the motion. Roll Call: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. All voted yes, motion carried unanimously. **(Resolution #044-2025)**

Joyce Peters made a motion to go into Executive session at 8:21pm. Henry Duchscherer 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 8:26pm. **(Resolution #045-2025)**

Lance Portman made a motion to adjourn the meeting at 8:31pm, Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the February 4<sup>th</sup>, 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 – *Done*.
- Attended the OTA annual conference in Columbus January 29<sup>th</sup> – 31<sup>st</sup>
- Completed our annual Payroll True-Up with BWC – Additional payment required by February 15<sup>th</sup>. - *Done*
- Getting connected with Amazon Business (through the OTA) to change over to invoicing rather than credit card charges.
- Public Records Request received – extensive data requested (2020 to current)

- Resolution required to revise our reimbursement rate for mileage. The 2025 rate from the IRS is \$0.70/mile for the use of a personal vehicle. *See Motions and Resolutions.*
- Geauga County Veterans Services is offering Grave Marker Flags for use in our cemeteries for Memorial Day services. Please advise the F.O. and I will send in our request.
- I received my new laptop computer and printer/copier from the UAN. Once I have transferred everything to the new computer (and re-set to factory settings) the old laptop – as well as the printer – are donated to the Township to use as they wish. *(The printer isn't useable, in my opinion)*

## Zoning

1. Received a letter in response to the Novotny encroachments on parcel 25-022902 owned by Maria Lupardus of Madison Road. Novotny's attorney called Zoning and said they needed a little time and that they are working on some type of deal that may take care of the encroachments (copy of letter to Trustees). Zoning agreed to a few weeks to have the attorneys work a deal.
2. Marvin Miller of 19071 Parkman-Nelson Road took out an application for a planned accessory building. He was to come to the office last week, but he had a job out of town. He is to come to the office tomorrow.
3. Received from Planning copies of executed and approved deeds on the following application numbers: 23-155, 23-181, 24-001 & 24-010. The real property is held by Raymond D. Byler, Crist C. & Lydiann M. Miller, Andrew E. & Amanda C. Troyer, also included are David R. & Ruthie Byler & Melvin H. & Kathryn M. Weaver. The deeds for each that Zoning mentioned coincide with the survey maps signed & approved by Zoning on March 6<sup>th</sup>, 2024.

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

## Fire

- EMS grant (2025) application has been completed.
- Approve annual IAAI membership for Chief Komandt and AC Spencer, Credit Card purchase.
- Ms. Ramsey has completed pre-hire testing, and will start training shifts in March.
- Mr. Stewart has completed training requirements
- Mr. Hornsby continues training shifts in March – You may see additional personnel on duty during training shifts to complete items with additional personnel on the same date.
- Fiber installation at the station is still ongoing. It is not known if we will have to update the fire alarm system to Cellular dialers as of this time.

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

## Roads

- We are continuing to do our best to keep the roads as safe as possible. The dirt roads have been more than just challenging this season. I know the comments and questions come up, but please let me express that we do NOT salt dirt roads. Please understand that I do feel horrible that there is not much more we can do other than slag the roads and we have tried to do so as often as we can. I would like to remind everyone that this is ice we are dealing with that is followed up by having it rained on. We could put 100 tons of slag down in a 50 ft area and if it rains over top of it, then it freezes. Therefore, all we are doing is making layers of ice. We had 1 call out to Reeves Road for the state patrol for stone to assist with a tow truck trying to winch out a van. We will continue to do our best when we safely can.
- All three trucks have been fixed and are currently ready to go when needed with plows and spreaders.
- Services are continuing on the equipment as time allows.

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

## Community House/Overlook Park

- We have 1 booking for February. We have a Blood Drive March 6th and Pancake Breakfasts March 9th, 16th, 23rd, and 30th.
- We received the Gotta Go Green Grant for the concrete pad for the dumpsters.
- The elevator is fixed and Inspected.

### 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

- Amazon Business Account – The account is set up and good to go. Mike Komandt was able to use the old account to set it up. Joyce Peters asked if a line of credit was set up. Denise Villers said that it should be.
- Maintenance employee liaison – Joyce Peters said that they never decided who it would be. Joyce thinks that it should be Henry Duchscherer since most of the

work will be done at the Community House and Parks. Lance Portman agrees. Henry Duchscherer will let Mike Craver know.

- Kitchen counter/other Health Dept corrections – Joyce Peters said that Lynn Schiffbauer contacted the company that they bought the tables from and found out that they do have people that will come out and put stainless steel over the existing countertops. Joyce Peters said that the health department also pointed out paint chipping/peeling over the refrigerator and that there is plaster chipping over the prep table. We will have Mike Craver fix these things.
- Required resolutions – Joyce Peters went through the list and found that many don't apply to us. The 30-day rule is true and the only way around it is to make an emergency resolution. They must state why it's emergent. Joyce said that she still needs clarification on some things.
- OTARMA M.O.R.E. grant use – We haven't settled on what to use the money on. Joyce Peters will call to try to ask what we can use it for. They didn't vote on it. Can they apply it toward an AED? Russell Spencer said that the cost of a refurbished one would be about \$700.00 - \$1,500.00 plus the cost of the cabinet.
- NOPEC \$250 grant/Memorial Day – Joyce Peters is in the middle of applying for it. They need to start thinking about who they should honor for Memorial Day this year.

**Old Business Discussion** – Joyce Peters mentioned that the rates of taxation in Parkman Township are the lowest in the county at 1.29%. Joyce read this information from the *MapleLeaf*.

## **New Business**

- Road crew request – Lance Portman said that the road crew employees requested to use 8 hours of overtime to take off on Friday, February 21<sup>st</sup>, 2025, because their workload has been a lot recently. Lance said that the weather report is looking good for that day. *See Motions and Resolutions.*
- Permanent Appropriations – Joyce Peters would like to raise Road Fund appropriations to do as much road work as possible this year. The only ceiling limit is the budget - As long as they keep what they spend down. Lance Portman asked if their fuel and stone costs were down. Denise Villers said yes, but stone money has been encumbered a lot, and he should be fine.
- Roads planning – Lance Portman will schedule maintenance coats of chip-seal for the existing chip-seal roads. It'll be the first thing in the spring.
- Proposed marijuana law change – Under the current law, townships who allowed sales get portions of the sales. A new proposal is to eliminate the sharing of sales and would take full sales. *(This doesn't effect Parkman Township since we didn't approve dispensaries here.)*
- Issue 2 – The trustees were asked to support Issue 2 by making a resolution. OPWC money won't cost taxpayers extra. Lance Portman said that he would support it. Joyce Peters said that they would pass it and send it to them. Joyce Peters read it and included the amount of money they've received and how

much OPCW contributed. The rest of it was a loan. *See Motions and Resolutions.*

- North Garage water pipe – Lance Portman said that a water pipe in the north garage had burst. He has a meeting with a contractor.
- Executive Session – *See Motions and Resolutions.*

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

### **Public Comment**

- None

**Motion to adjourn:** Lance Portman at 8:31p.m., Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on March 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

