

PARKMAN TOWNSHIP TRUSTEES
Regular Meeting of December 20, 2011

The regular meeting of the Parkman Township Trustees was called to order at 7:30 p.m. In attendance were Trustees-Kevin O'Reilly, Patrick Joyce, and Nancy Ferguson, Fiscal Officer-Nancy Wheelock, Secretary-Renee Patry, Jon Ferguson, Paul M. Komandt, Chuck Rought, Roger Hanna, Tom Evers, Debbie Wilson, Alan Wilson, Elizabeth Sanders, Courtney Sanders, Dale Komandt, Virginia Bell, Don Villers, and John Augustine. The Pledge of Allegiance was recited and an agenda was distributed.

Approval of Minutes

A motion was made by Pat and seconded by Nancy to waive the reading of the December 6, 2011 regular meeting minutes and to approve the same. (Resolution No. 11-215) Motion carried unanimously.

A motion was made by Nancy and seconded by Pat to waive the reading of the December 12, 2011 special meeting minutes to review applications for the road department and to approve the same. (Resolution No. 11-216) Motion carried unanimously.

Correspondence

- Ohio EPA - Information regarding 2012 required water testing for public buildings. This information will be given to the person who will be in charge of testing the water at the Community House.
- Geauga County Commissioners - Job opening, part-time attendant second shift at Pleasant Hill Home.
- Geauga County Planning Commission - Schedule of meetings and deadlines for submission of articles to the Geauga Planning Commission. These will be given to the Parkman Township Zoning Commission.
- Geauga County Planning Commission - Updated maps of Parkman Township including the new lots in the Township for the past year. The maps were signed as required by the Trustees and the Fiscal Officer.

Departmental Reports

- Fiscal Officer
 1. Bank Reconciliation -A motion was made by Pat and seconded by Kevin to approve the November Bank Reconciliation report for the Middlefield Bank Primary checking account. (Resolution No. 11-217) Motion carried unanimously.
- Fire Department
 1. Fire Truck Replacement -The specification bid package for a new truck to replace the #4222 has been reviewed and approved with some corrections from the Geauga County Prosecutor's Office. It will be sent to the Trustees for their review. After approval, a legal notice will be placed in the Maple Leaf requesting for bids.

2. Call Report - There have been 14 calls this month. Seven of these were for fire, three motor vehicle accidents, and four emergency medical calls. It was reported that there have been 343 calls this year to date.
 3. Community House Parking – Mike Komandt brought safety concerns to the attention of the Board. The first concern is during several recent Community House events there has been a problem with cars parked on the west side of the Fire Station blocking spots needed for the Fire Department members in case of an emergency. Also, both fire escapes have also been blocked by cars parking in front of them. The occupancy load for the upstairs and downstairs of the Community House was also discussed. The Building Department will be contacted to help calculate the occupancy load for the building. No parking signs will be placed at the fire escapes and the west side of the Fire Station.
- Road Department
 1. Road Maintenance - Tom Evers will be dragging the roads to redistribute the gravel and prepare for winter.

Old Business

- Workers' Compensation Safety Training - Tom Evers completed the required safety training and the Fiscal Officer has filed the certificates of completion with Frank Gates Service Company.
- Shedd Road Project - The Geauga County Engineer's office expects to have a meeting of all four Townships involved in this project after the first of the year.
- Troy/Parkman Fire Department Meeting - Nancy reported that a meeting has been scheduled for next Tuesday. It will include the Troy Fire Chief, the Parkman Fire Chief and the Trustee liaisons from Parkman Township and Troy Township.
- Road Department Open Position - Seven interviews have been scheduled to take place over two evenings December 28, 2011 and December 29, 2011.
- Community House Updates - Nancy is waiting for one more bid for carpet for the meeting room and stairs at the Community House. Pat will obtain new estimates for the upstairs bathrooms. Nancy suggested getting all the Community House improvement estimates, and then the Board can decide which updates they will completed. Tom Evers will wrap the center post in the downstairs Community House meeting room in wood.
- Contract for Opening/Closing Graves at Overlook Cemetery - The Board reviewed an updated contract for Opening/Closing Graves at Overlook Cemetery. In this contract, Kevin said he tried to make it more specific to address some of the issues experienced this spring. The contract will be a one year contract. There was discussion about including pouring footers for gravestones in the contract. It was decided that these two jobs are separate and the footers will not be included. Don Villers suggested a period of time for the contractor to be responsible for settling. From this point on, the Road Department should be responsible for leveling the dirt at the grave site. The Board decided to approve the contract as presented and Kevin will place an ad in the paper for bids to be received by January 17, 2012.
- Zoning Inspector Position - Pat presented an ad for the Zoning Inspector position to the Board for their review. He will send a copy to Assistant Geauga County Prosecutor, Rebecca Schlag for her review. Pat will place the ad after it has been reviewed and approved by the Prosecutors Office.

- Road Department Pre-Employment Screening - Nancy reported that she checked with the Geauga County Engineer's office in regards to the requirements of the Township for Pre-Employment Screening. The Township is required to follow the guidelines in the Drug and Alcohol Manual. The Federal Motor Carriers Screening is not required.

New Business

- Equipment Replacement - A motion to purchase a new air compressor for the garage at a cost of 3000 dollars from B and M Tools was made by Pat and seconded by Nancy. (Resolution No. 11-218) Motion carried unanimously.
- Material - A motion to purchase 700 tons of #57 limestone from Arms Trucking at 16 dollars a ton was made by Nancy and seconded by Pat. (Resolution No. 11-219) Motion carried unanimously.
- Hosmer Road Sign – Resident, Roger Hanna requested a missing Hosmer Road sign be replaced. Tom Evers will replace the sign.

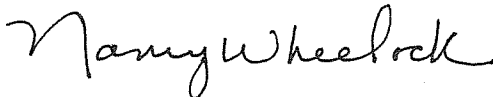
Approval of Bills and Wages

A motion was made by Nancy and seconded by Pat to pay the bills and wages from warrant #18567 through warrant #18597. (Resolution No. 11-220) Motion carried unanimously.

Adjournment

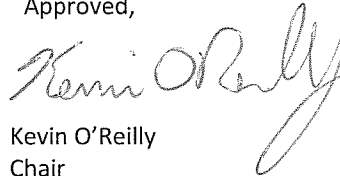
A motion was made by Nancy and seconded by Pat to adjourn the meeting at 8:18 p.m. (Resolution No. 11-221) Motion carried unanimously.

Respectfully submitted,



Nancy Wheelock
Fiscal Officer

Approved,



Kevin O'Reilly
Chair