PARKMAN TOWNSHIP BOARD OF ZONING APPEALS

 Regular Meeting

 January 8, 2019,

Members present: Kathy Preston, Cindy Gazley, Jo Lengel, Henry Duchscherer, and Jan Helt (Secretary)

Meeting was called to order by Chairperson Kathy Preston at 7:13 p.m.

Absent: Nancy Ferguson, Rich hill, and Dale Komandt.

Meeting was called to order by Kathy Preston at 7:13 p.m.

**Minutes Approval:**

Motion made by Ms. Lengel and seconded by Mr. Duchscherer to approve minutes with additions and corrections for November 13, 2018. All in favor, motion passed unanimously.

Motion made by Ms. Lengel and seconded by Mr. Duchscherer to approve minutes for March 13, 2018. All in favor motion passed unanimously.

Ms. Lengel believed the board discussed that if the appellant for the variance from November 13, 2018 (who did not appear) wants to have another hearing he needs to pay for everything again, but this was not in the minutes. It also was discussed that the decision to charge fees again should be that of the Trustees. They would be the ones to make that call as to whether we charge them again or not. Ms. Lengel recommends that the trustees do charge the appellant again.

Ms. Lengel stated also that she would like everything discussed at the meeting to be in the minutes, and in more detail.

Ms. Preston stated she talked to Sheila Salem, (Geauga County Prosecutor), about taping the BZA minutes. If this were done, per the prosecutor, the minutes would have to be typed verbatim if requested for a court hearing, and also would have to be stored on a computer or other device. Mr. Duchscherer stated it would be a liability for Parkman Township, and so the board agreed to not make recordings of minutes.

Ms. Preston stated also that Sheila Salem said the Oath of Truthfulness does not have to be given individually; it can be given as a group. We will also have a new sign-in sheet; everyone in attendance will print and write their name, and during testimony, we will ask witnesses to restate their name for the minutes.

It was decided that our BZA year will run from January to January. We will elect a new chairperson in January every year.

Ms. Gazley made a motion to elect Ms. Preston for another year. Ms. Preston accepted and motion passed unanimously. Ms. Lengel agreed to be Ms. Preston’s back-up. The decision was made to have all members take turns running the meeting each month.

Ms. Gazley stated that she supports “no business, no meeting”, should there be no appeal or other important subject before the board on its regularly scheduled meeting date.

Ms. Preston asked the secretary to please discuss with the chair whether there will or will not be a meeting before she sends out the email confirming this. Also, Ms. Preston asked that members please respond to Ms. Helt as to whether they will /will not be attending meetings, in order to verify that there is a quorum.

Ms. Preston said she finished the sunshine laws class online and it was ok it took about 3 hours; she also got a certificate she printed out when she was done.

Ms. Preston asked if members had any problems /issues/suggestions on BZA processes/procedures. None were expressed.

We had a discussion on the progress being made in Parkman Township and how it affects our Township.

There was a motion to adjourn the meeting by Ms. Lengel and seconded by Ms. Gazley. The motion passed unanimously. The meeting was adjourned at 8:05.

Respectfully Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Jan Helt Date Kathy Preston Date

 Secretary, BZA Chairperson, BZA