

Parkman Township Trustees

Regular Meeting March 18th, 2025

The regular meeting of the Parkman Township Trustees was called to order at 6:28 p.m. by Joyce Peters, township trustee chairperson.

In attendance were Trustees – Joyce Peters, Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Fire Chief – Mike Komandt, Lynn Schiffbauer (Community House Coordinator), Mike Craver, Residents – John Augustine, Ken Ashba, and Ann Wishart of the Geauga Maple Leaf.

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

The trustees immediately went into Executive Session and re-opened the meeting at 7:15 p.m.

Meeting Motions and Resolutions:

Lance Portman motioned to go into Executive Session at 6:29 p.m. as it is necessary to adjourn to executive session for the purpose of conferring with the township's attorney concerning pending court action in accordance with division (G)(3) of section 121.22 of the Ohio Revised Code. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. Motion carried unanimously. **(Resolution #047-2025)** Meeting reopened at 7:15 p.m.

Lance Portman made a motion to approve the March 4th, 2025, regular meeting minutes & Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters motioned to approved the revised Permanent Appropriations for 2025 as presented by F.O. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. Motion carried unanimously. **(Resolution #048-2025)**

Joyce Peters made a motion to approve the Bank Reconciliations as presented by F.O. Denise Villers. (January, February, March, April, May, June, July, August, September, October, November, and December 2024) Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #049-2025)**

Joyce Peters motioned to approve a Super Blanket Certificate for up to \$16,000.00 for the use of SCBA cylinders, area lighting and hand tools (using the \$15,000.00 received from the State Fire Equipment Grant). Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #050-2025) BC-9**

Lance Portman made a motion to purchase 400 tons of #57 Limestone (@ \$33.45/ton) for up to \$14,000.00 from Arms Trucking. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. **(Resolution #051-2025) BC-6**

Lance Portman made a motion to purchase 500 tons of #57 Slag (@ \$26.00/ton) for up to \$13,500.00 from Arms Trucking. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. **(Resolution #052-2025) BC-7**

Lance Portman made a motion to purchase 200 tons of #411 Limestone (@ \$27.55/ton) for up to \$6,000.00 from Arms Trucking. Joyce Peters seconded the motion. All voted yes, motion carried unanimously. **(Resolution #053-2025) BC-8**

Joyce Peters motioned to accept the proposal of \$2,766.00 from Tri-Mark to cover the countertop on the east wall of the kitchen with a stainless steel 'skin'. Lance Portman seconded the motion. All voted yes; motion carried unanimously.

Joyce Peters motioned to accept the NOPEC (Northeast Ohio Public Energy Council) 2025 Energized Community Grant. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. Motion carried unanimously. **(Resolution #054-2025)**

Joyce Peters made a motion to accept the proposed mowing contract from S.S. Landscaping for \$3,035.00/month (April – November, 2025). Lance Portman seconded the motion. All voted yes; motion carried unanimously. **(Resolution #055-2025)**

Joyce Peters motioned to go into Executive Session at 8:40 p.m. as it is necessary to adjourn to executive session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Henry Duchscherer seconded the motion. Roll Call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. Motion carried unanimously. **(Resolution #056-2025)** Meeting reopened at 8:48 p.m.

Lance Portman made a motion to adjourn the meeting at 8:50 p.m. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the March 4th, 2025 regular trustee meeting
- Year-End accounting is complete – Bank Reconciliations need approved/signed.
- Approve the 2025 Permanent Appropriations
- Public Records Request received – extensive data requested (2020 to current) – Work continues (*some requested information has been sent – scanning continues...*)
- Geauga County Veterans Services is offering *Grave Marker Flags* for use in our cemeteries for Memorial Day services. Please advise F.O. and I will send in our request. *Dale Komandt said that we don't need any this year.*

- Replacement cellphones have been received and activated.
- Our audit has revealed the over-payment of an employee (incorrect hourly rate used). The Finding for Recovery process is beginning.
- The new laptop and printer from UAN are set up (after a lot of time today with the help of UAN Tech).

Zoning

A) Received from Planning the following:

1. Application #25-014 a proposed division of land which is a large lot split which is part of parcel #25-190116 containing 10.7 acres held by Sugar Hill Limited and a second division of land parcel #25-190830 for Noah Gingrich containing 20 acres. The legal description and survey map was reviewed, signed and returned to Planning. The survey took place at Agler Road near the Troy Township line in Parkman Township.
2. Also received from Planning an updated Application 24-107 containing executed and approved deeds for real property held by Mark and Ruby Byler and Allen and Martha Miller. The Byler split contained 21.481 acres, and the Miller Split was just over 3 acres.
3. The packet from the Planning Commission also contained a Warranty Deed in the name of "The Haven Amish Community Center" on Tavern Road containing 25.5 acres. The deeds coincide with the survey maps received and reviewed by Zoning Sept. 29, 2024.

B) Mark Engle of Old State Road completed his application for a small accessory building. Zoning assistant Mark did an onsite inspection of the property at the owner's request to make sure the placement of the new building worked out well. A permit was issued to the property owner.

C) Mark also did an onsite inspection of the Steven & Bonnie Makowski property at 18308 Norton Street. The Makowski's had a complaint that the property owner right next to them had plans to build a fence that would extend onto their property. The inspection of the two properties did show with a recent survey that the Makowski property was mis-surveyed some 40 plus years before.

D) Two non-compliant letters went out two weeks ago. One to James Baril on McCall Road on junk vehicles and more trash and the other on the night lights on the factory on Nelson Road.

E) Mark called the sheriff's office and reported an abandoned vehicle located on Bundysburg Road. Mark reported that he had been watching the vehicle for a period of time. The Geauga County Sheriff's Office turned the call over to the Ohio State Patrol.

F) Robert Owen of 16395 Farley Road came to the office and completed an application for a 16' x 20' shed. All paperwork was in order and a permit was issued.

G) Mark met with Robert Byler of 17570 Reynolds Road and delivered an application for an Accessory building that Mr. Byler had already constructed. The homeowner is to bring the application to the Zoning office along with his check.

H) Mark followed up on a junk vehicle complaint on Brian Trendle on his Old State Road property. Mark said there has been some activity at the property and some items are for sale.

Zoning Discussion – Any discussion was held during each section.

Fire

- Fiber-optic install into the station is complete. Awaiting next steps.
- Squad received two new batteries – Req turned in
- Squad had an air-ride suspension bag go bad. Squad to Jeff's Auto this morning for repair. Borrowed a Troy squad overnight and while ours is being repaired. Hopefully, completed by the time the meeting takes place. *Parts ordered – a few days yet.*
- CEI (First Energy) is closing the Middlefield Facility. Please reach out to the first energy government contact and voice your opinion to keep the facility open in Middlefield. This will increase our on-scene times when power lines are down in the roadways from 30-45 minutes to over two hours.
- We were awarded 15K toward equipment on the State Fire Equipment Grant. This will be for SCBA cylinders, area lighting, and hand tools. Request a blanket PO to cover up to \$16000 to ensure all funds are expended.
- Township facility fire alarm testing is scheduled for later this month. Will email all department heads the dates and times as we get closer.

Fire Department Discussion – Chief Komandt further reported:

- Hudson Communications maintained (updated) the base unit at the Fire Dept. today.
- Parkman is hosting the Geauga County Fire Chiefs' Association dinner meeting here at the Community House on Thursday, March 20th (catered by Sirna's).

Roads

- We took a chance and graded and drug the dirt roads. So far, it seems to have helped, and they seem to be in fair condition.
- We will be working this week to try and get more cold-patch on the dirt and chip-sealed roads. A couple temporary repairs with stone have been made on Nash Rd. east of Newcomb Road and I am working on getting quotes for options to repair these.
- We ditched and fixed the Agler Road issue with the bridge deck and hill. I will monitor it and try to make repairs if needed as soon as possible. I have spoken to Lance in regard to an issue that needs handled with area and the ditch.
- The community house lot was graded and some of the stone and plow damage was fixed around the fire station and the community house.
- We have a safety problem with some trees on the Owen Road hill. I received a quote from Weaver Tree for \$3,500 to remove 5 dead trees on the hill that are dead and a hazard.

Roads Discussion – Any discussion was held during each section.

Community House

- We have Pancake Breakfasts remaining: March 23rd and 30th.
- We have 4 bookings for April.

Overlook Park:

- We have an Easter Egg Hunt on Saturday, April 19th (at 11 a.m.) sponsored by the Parkman Chamber of Commerce.
- We are getting one load of wood chips for the playground
- We are getting quotes to resurface the basketball and tennis courts.

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

Cemetery

- While we had nice weather, we took an afternoon and went to the cemetery and worked on fixing plow damage and cleaning the stone/gravel out of the grass.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A) AEDs: Mike is awaiting data/pricing on obtaining used/refurbished units.
- B) Township Land-Use Plan: Last updated in 2005
- C) New phones: We received upgraded cellphones to replace our existing phones. We have also received additional cellphones for each of the trustees (so that people don't use their personal phones for township business).
- D) Kitchen planning: A meeting with Tri-Mark / S.S.Kemp resulted in a plan to cover the existing counter top on the east wall with a stainless steel 'skin' (which will meet with Health Dept. standards) in April. More extensive changes will be made on the west wall installing commercial-grade sinks, faucets, and work tables. This is being scheduled for August
- E) NOPEC Energy Grant: *see Meeting Motions and Resolutions*
- F) Road Planning: There is a federal grant (90/10 split) we can apply for (possibly from Hosmer Road). Chip-sealing Hosmer Road (3.2 miles from St. Rt. 88 to Old State Road) will cost approximately \$250,000.00 – paving would be \$3,000,000.00. We will look into this option.
- G) We received a reimbursement check from OTARMA (insurance) towards the cost of repairs on the methane remediation system at the Community House (\$1,595.00 invoice less our \$1,000.00 deductible – Received \$595.00)

Old Business Discussion –

New Business

- A) Reviewed the 2025 mowing contract from S.S. Landscaping – accepted.
see Meeting Motions and Resolutions

The trustees went into executive session at 8:40 p.m. and returned to the meeting at 8:48 p.m. *see Meeting Motions and Resolutions*

New Business Discussion – None

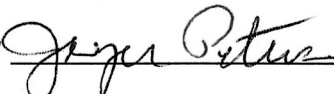
Public Comment

John Augustine had a few questions on the evening's topics.

Adjournment: Lance Portman motioned to adjourn the meeting at 8:50 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on April 1st, 2025, starting at 7:00 p.m.

Meeting Minutes prepared and submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by  _____