

Parkman Township Trustees

Regular Meeting June 17th, 2025

The regular meeting of the Parkman Township Trustees was called to order at 7:00 p.m. by Henry Duchscherer, township trustee vice-chairperson.

In attendance were Trustees – Henry Duchscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Assistant Zoning Inspector – Mark Strumbly, Community House Coordinator – Lynn Schiffbauer, and residents: Brandon Reed, Jerry Jacobs, Roger Anderson, and John Augustine.

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

Meeting's Motions and Resolutions:

Lance Portman made a motion to approve the June 3rd, 2025 regular meeting minutes and Henry Duchscherer seconded the motion. Both voted yes and the motion carried.

Lance Portman motioned to adjourn the meeting at 7:34 p.m. and Henry Duchscherer seconded the motion. Both voted yes and the motion carried.

Departmental Reports

Fiscal Officer

- Approve the minutes for the June 3rd, 2025 regular trustee meeting
- Updated our Phone list per HGD request
- “Attended” BWC webinar June 10th
- Ordered and installed replacement Back-UPS for Zoning office
- “Attended” Sedgwick webinar June 17th
- Budget Planning entries made per our meetings June 3rd & June 12th

Zoning

1. Zoning information requested on the following;
 - a. Parcel 25-054200 (zoned industrial) the realtor wanted to know if the property could be used as residential.
 - b. Richard Berry of Rutland Road has two parcels that he has a buyer for the parcels and may be used as commercial.
 - c. Vic Cizeck has been talking with Don Hoffstetter on the old Pickle warehouse property, the realtor has a person that is looking to locate a light manufacture plant at the site. The realtor is to get back to zoning with more up-to-date information.
 - d. Two title agencies requested zoning information: at 18961 Nelson Parkman Road and at 16365 Nash Road.
2. Zoning issued several permits this past week:
 - a. Owen Miller at 16565 Hosmer Road: in-law suite addition and a permit for an addition to his shop.
 - b. John Yoder at 15032 Nash Road: new house.
 - c. David Weaver at 17135 Newcomb Road (Parcel #25-190894): new house
3. Zoning sent a letter to the Northern Mortgage Company to verify the condition of a house at 15365 Nash Road. This was for loan purposes.
4. Mark performed a foundation inspection at 16625 Hosmer Road. Mark said he was very pleased with the foundation.

Zoning Discussion – Henry Duchscherer asked if there was still high grass and junk at the house on the corner of Bundysburg and Nash Roads. Mark Strumbly said that there hasn't been any change. Whenever he stops by no one is there. Denise Villers said that a neighbor took it upon himself to cut the high grass near the road to aid drivers to see oncoming traffic when at the intersection.

Fire

No report submitted.

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

Roads

We have worked on the road-side mowing and will begin again soon to, hopefully, have it cut for the July 4th weekend.

We cut the berms on Hosmer Road from Farley north to Old State to begin the infrastructure work on that road.

If mother nature cooperates, we will try to fit dust control in; however, the conditions have not worked out for us. I would like to also remind everyone that I am trying to avoid

grading a road if I cannot dust control it, I am trying to avoid dust while we have a few nice days and don't want to dust out the residents for the July 4th weekend.

The recycle bins have been moved to the new pad and some gravel and grindings were put down where they used to sit.

We will be preparing for trash day this coming weekend. *Lance Portman said that they had 24 stops for senior trash pick-up yesterday.*

Roads Discussion – Any discussion was held during each section.

Community House/Parks

Community House:

- We have 2 more bookings for June and 2 for July.
- Community Clean Up Day is Saturday, June 21st from 8:00 a.m. to noon.
- We have a Blood Drive July 23rd from 9:00 a.m. to 4:00 p.m.

Overlook Park:

- We have 4 more bookings for June and 2 for July.
- We will have dirt for the ball fields in the next couple of weeks - depending on the weather.
- We're repairing the dug-out at the front field with new siding.

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

Cemetery

- No report

Cemetery Discussion – Any discussion was held during each section.

Old Business

A. Kitchen renovation status

Henry Duchscherer said that it's coming together. The first week of August Mike Craver is going to tear out the existing cabinets. Steve Bosak (plumber) will then be able to scope out the work needed. Fisher Flooring will install the flooring where the cabinets were. Bosak Improvements will then be able to do the necessary plumbing for the new sinks. Tri-Mark is scheduled for mid-August.

B. Cost estimates for Pickleball/Tennis courts

Henry Duchscherer said that they can't find anyone to re-surface them because they're too far off the road. It'll cost \$34,000.00 to resurface them.

C. Cromwell Park tree removal

Lance Portman said that Eric Mathews will be contact the tree people. Lance would like to get it done in one day.

D. Community House stairs / Park fireplace (masonry projects)

Henry Duchscherer received a quote for \$3,250.00 from Marvin Miller to replace the steps at the emergency exit. Lance Portman said that he received a quote from A & A that was more.

Lance said that they'll have to decide if they want to keep the fireplace at the Overlook Park pavilion. He has a quote for \$25,000.00 for a complete tear-down and rebuild. He's still working on getting a price to repair what we have. The problem is that the chimney flue liner is what is damaged. The matter was tabled until the next meeting when all three trustees could be there.

E. Solar Panels

Henry Duchscherer said that they stopped monitoring the energy production. Because of our third-party contract, they limit how much energy we can make from them. Lance Portman asked Roger Anderson (former trustee) what it cost to put them up. Roger Anderson said that it was a \$50,000.00 grant to have them placed. The biggest issue is the out-dated technology of our solar panels and a lack of repair options.

F. Cemetery pillars

Lance Portman said that they are almost done. He said that they installed plastic sleeves on each pillar to connect the wrought-iron archway allowing for movement during freezing and thawing.

It was determined that the previous cap had failed allowing water to get in causing the vertical cracking.

The company has been sending Lance 'before and after' pictures of the progress. Lance is creating a file for future reference in case there are any questions/concerns about the pillars.

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

New Business

A. Community House fire escapes (from balcony)

Henry Duchscherer said that they're showing wear. Should we replace or reweld? Lance Portman said that we should go with any recommendations for the architect that is evaluating the balcony and front porch.

B. Community House porch/balcony

Henry Duchscherer met with an architect to give us recommendations on what needs to be repaired/replaced. Henry said that it's going to be expensive.

There's a leak in the northeast corner of the basement and a leak on the south wall near the elevator control room. Lance Portman said that we should hire a contractor to make the repairs, and not try to do it ourselves.

C. Overlook Park – Water pump

Lance Portman said that it leaks when it's closed. He tried to adjust it, but it didn't work. Lance had a plumber come out – it will cost \$200-\$250.00. It was mentioned that Bosak Improvements rebuilt the pump 3-4 years ago. The pump gets the water directly from the well. The leak is in the well casing. On a separate note, Lynn Schiffbauer suggested that the trustees should consider having Villers Advanced Electric install a light switch in the kitchen rather than using the breaker to turn the lights on and off.

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

Budget Discussion

Denise Villers said that they met last Thursday (June 12th) and are meeting again on Monday (June 23rd).

Henry Duchscherer said that he's hoping to have some cost estimates for the porch/balcony from the architect to include this in next year's budget.

Public Comment

- None

Adjournment: Lance Portman motioned to adjourn the meeting at 7:34 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Zoning Amendment Hearing: July 1st at 6:15 p.m.

Budget Hearing: July 1st at 6:30 p.m.

Next Regular meeting: July 1st at 7:00 p.m.

Meeting Minutes prepared Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by

