

Parkman Township Trustees

Regular Meeting July 1st, 2025

The regular meeting of the Parkman Township Trustees was called to order at 7:00 p.m. 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, Community House Coordinator – Lynn Schiffbauer, and residents – Brandon Reed, John Augustine, and Roger Anderson.

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 12th, 2025 Budget Planning meeting minutes and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Lance Portman made a motion to approve the June 23rd, 2025 Budget Planning meeting minutes and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Lance Portman made a motion to approve the June 17th, 2025 regular meeting minutes and Henry Duchscherer seconded the motion. Both voted yes, and the motion carried with Joyce Peters abstaining.

Joyce Peters made a motion to allow Lifeforce to negotiate the EMS billing rates to align with Amish organizational coverage with commercial insurance rates of negotiation. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. Roll Call Vote: *Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (Resolution #074-2025)*

Joyce Peters made a **motion** for a Then and Now PO for state fire equipment in the amount of \$4,000.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a **motion** for a PO for 100 tons of asphalt grindings from Ziegler Trucking for \$25.00/ton, not to exceed \$2,600.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman motioned to adjourn the meeting at 8:29 p.m. and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the June 17th, 2025, regular trustee meeting, as well as the June 12th and 23rd Budget Planning meetings. *See Motions and Resolutions.*
- Coordinated service call with Windstream due to “Communication Error” at the elevator. Dial tone returned to kitchen phone and elevator.
- Budget Planning entries made per our meetings.
- Prepared 2026 Budget for Hearing (July 1st @ 6:30p.m.)
- Received DIG & Go Green Grant (\$5,265.00) for concrete pad (recycling center)
- Legal ad submitted to Geauga County Maple Leaf for the Zoning Amendment hearing (July 1st @ 6:15 p.m.)

Reminder: GCTA Dinner Meeting next week: Wednesday, July 9th @ Chesterland
Food Pantry Donation? *It is for the veterans. Henry Duchscherer said to spend \$100.00. Lynn Schiffbauer will do the shopping.*

Zoning

1. The department of alcohol, tobacco, firearms & explosives called the zoning office and wanted to know if there was any reason NOT to transfer the current firearms license at the Bows and Reels store at Parkman center to a new location to the old school at 18225 Madison Road. Zoning had no objection. A couple of new permits will be needed.
2. A non-conforming letter was sent out to Scott Pierce of 17654 Bundysburg Road. The letter deals with very high grass & weeds and trash in the front yard. This is a five-day notice.
3. A request for Zoning information was received by a real-estate company of Chardon on property at 17222 Reynolds Road.
4. Mark Angelo called Zoning and wanted information on building a pond. Zoning referred Mr. Angelo to the county soil & water department.
5. Robert Podboy called Zoning and wanted information on a proposed addition to his house on Grove Road. This project is in the planning stage at this time.
6. Application completed by Michael Dolezal of 15581 Old State Road. Mr. Dolezal is planning a 2,200 square foot steel pole building including a 15-foot lean-to off the back of the building. All paperwork was in order and a permit was issued.
7. Mark & I met with Freeman Miller of the Miller Brothers of Bundysburg Road in order to brainstorm ideas of how to utilize the large building on Bundysburg. Mr. Miller continued to go back to the gentleman who has a garage door business in Farmington Township. We told Mr. Miller that the garage door idea is commercial, and the building is in a residential area.
8. Under a separate e-mail I sent a proposed lot split survey map on the Noah Yutzy Nash Road project. I spoke to Jeff Kiko (auctioneer) and the Planning Commission about the at least three variances that would be needed once the sale is completed. There are a few greenhouses that will have to be removed, a few sheds, and side yard setbacks would be included in the variances.

Zoning Discussion – Any discussion was held during each section.

Fire

- EMS grant has been awarded in the amount of \$4,577
- Pass resolution to allow Lifeforce to negotiate EMS billing rates to align Amish organizational coverage with commercial insurance rates of negotiation. *See Motions and Resolutions.*
- Increase to Blanket PO for State Fire Equipment purchases by \$4,000. Quoted costs increased plus tariff charges over the six months it took for the grant to be approved, after the application deadline. All ordered items have been received. *See Motions and Resolutions.*
- Filled water tank at North garage for roads Squad scheduled for service next week.
- Ordered new laptop for Chief.

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

Roads

- Thank you for the help on trash day. I think it went very well. Thank you to Mike Craver for coming and helping since we were down a guy. It truly made the day go great with all the help from you guys even though we had less trash this year. We took the electronics that were collected and dropped them off Monday morning to Geauga/Trumbull Solid waste. *Joyce Peters read a letter that she received from the Geauga County Department of Aging thanking the trustees and Road Department for their help with removing trash for the seniors.*
- Mother nature has been making it very tough to get dust control scheduled. Unfortunately, due to the large amounts of rain that have been coming with these storms, I don't feel it would be fiscally responsible to spray the roads for it to be washed off. We have been spreading grindings and gravel mix on the roads that are opening up with holes and hope to try and have them in decent shape for the holiday weekend. Also, at the same time we are trying to mow roadsides before the holiday weekend.

Roads Discussion – Lance Portman ordered asphalt grindings. *See Motions and Resolutions.*

Community House/Parks

Community House:

- We have 4 bookings for July and one for August.
 - Kitchen remodel is starting August 4th.
 - We are meeting with Jim Duber and a structural engineer on July 2 to start the renovation of the front of the Community House.
 - The concrete steps for the westside exit are done.
- There will be a Blood Drive on July 23rd 9:00am – 4:00pm.

Overlook Park:

- We have 3 bookings for July and 2 for August.
- Steve Bosak fixed the water pump handle, and it won't need replacement.
- Villers Advanced Electric will be putting in a light switch in the kitchen in the pavilion this week.
- The dirt for the ballfields will be delivered once it dries out.

Community House/Parks Discussions – Henry Duchscherer said that four of the inverters on the solar panels have gone bad again. BT Solar has not been efficient at helping or fixing things for us. Henry said that some decisions need to be made about whether it's worth keeping the solar panels anymore. Some discussions were held. As far as resurfacing the tennis ball courts, it's too expensive and it's too hard to find anyone to do it because they are too far away from the driveway. Joyce Peters said that maybe someone in the community could put on a fundraiser to get them done. Lance Portman brought up that nothing is being done with the pavilion fireplace right now. The quote for repairing it is \$12,000.00, which is too high.

Cemetery

- We dug 2 cremation burials in the last 2 weeks.

Cemetery Discussion – Any discussion was held during each section

Old Business

- Troy soft billing, etc. – Joyce Peters said that the resolution has been made. She has spoken with Mr. Yoder and explained that there are different costs for different types of treatments. She told him that he needs to get as many of the bills that they think are wrong and bring it to the attention of the fire department. Joyce Peters and Mike Komandt will make a presentation or a brochure to pass out to the Amish bishops with information about how EMS runs are billed. Once everything is figured out, then they will sit down with Troy so that everyone's on the same page.
- Memorial Day receipts for NOPEC – Joyce Peters needs the receipts for the wreaths so that she can submit them for the NOPEC grant. She asked if the \$100.00 came from the Veteran's Grant. Denise Villers said, "yes." Joyce Peters said that she didn't have the paperwork.
- Gazebo paint repairs – They're not done. Lance Portman will ask Mike Craver about it. He has the paint.
- Kitchen project – Everything is on schedule.
- Basement leaks – Henry Duchscherer said that they will have to get an excavator. Lynn Schiffbauer brought up the other leak on the east side of the basement and said that it's worse. Henry said that he'll call Rod.

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

New Business

- A. Credit card payments – Lynn Schiffbauer asked if we could start accepting credit card payments for the community house and park rentals. Joyce Peters said that her concern is if the final payment doesn't go through. Joyce said that they should check with other townships to see what they are doing. Denise Villers brought up fees on the cards themselves. Joyce Peters asked Denise Villers to check with the bank to see how it would work. Any fees would have to be covered by the payer.
- B. Juneteenth holiday – The trustees couldn't find what to do with the holiday in the handbook. The Road Department employees would like to make it a floating holiday. Joyce Peters said that she would rather it was scheduled. One suggestion was that it would be a floating holiday subject to approval. Joyce said that she would like to see an example of a sample policy. The matter was tabled until a later date.
- C. Gazebo arrest – Joyce Peters received an email from the victim's assistance department that there was an arrest that happened at the gazebo on June 20th. The person arrested was charged with lying to a police officer and obstructing justice. The email asked the trustees if they wanted to submit a claim for damages. The trustees have noticed that the Sheriff's Office has been patrolling the area more often.
- D. HB 96 – Joyce Peters said that this recently passed, and it's not good for townships. Most of the things apply to us. Joyce Peters read through all the implications of what the bill means and how it will affect us.
- E. Other legislation – Joyce Peters said that if the bill on short term rental properties passes, it won't be good for townships. It will prohibit what townships can do. If the bill passes, the townships will have no say as to how the rental properties should be run (meaning they can be run with no safety in mind). Another HB, 274, if it passes, would require municipalities to require firefighting protections whether it's in their budget or not.

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

Public Comment

- None

Adjournment: Lance Portman motioned to adjourn the meeting at 8:29 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Next Regular meeting on July 15th, 2025 starting at 6:00 p.m., and going straight into Executive Session

Meeting Minutes prepared Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by


