

Parkman Township Trustees

Regular Meeting August 5th, 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, Fire Chief – Mike Komandt, Zoning – Mark Strumbly, Community House Coordinator – Lynn Schiffbauer, Geauga County ADP – Frank Antenucci & Mike Adams (presenters), Geauga County Public Health – Kristi Pinkley (presenter), Geauga County Maple Leaf - Ann Wishart, and residents – Thursa Barbour, Matt Patry, Brandon Reed, Roger Anderson, Bill Anderson, Ralph & Louise Kumher, Gail Duchscherer, Linda & Jerry Jacobs, and John Augustine; and Troy Twp. Trustee – Don Breckenridge.

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

Presentation: Geauga County ADP

With the help of the Geauga County ADP, Parkman Township had submitted a grant request earlier this year to help with the funding for IT materials and programming. Since then, the State of Ohio is now mandating all townships have cyber security protection. We are looking to contract for the services that the Geauga County ADP has to offer. We will be getting 11 lap-top computers, a SharePoint site for everyone to access; and our website would be through Geauga ADP. They won't be using VPNs for security. Their services also include recordkeeping – microfilm... The trustees approved contracting with ADP with a resolution and roll-call vote.

Presentation: Geauga County Public Health (Septic systems)

Kristi Pinkley shared with the residents in attendance about the relatively new program the state is requiring concerning septic systems. The highest risk system is the NPDES that ultimately filters into a ditch or stream. There are only 8 such systems in Parkman Township and they are all in compliance. Homeowners are sent reminders and follow-ups to avoid future problems. ALL septic systems will eventually be permitted every 5 years (for a \$100.00 fee) to help maintain compliance. (i.e. pumping and inspecting tanks on a regular basis) These requirements will apply to everyone – no exclusions.

Residents asked about the possibility of all homes being connected to central sewer systems – This is not their goal.

Residents can check the Public Portal at their website (<https://gphohio.org>) to see what type of system is at any given address (such as existing home available for sale).

Ann Wishart recommended that the Health Dept. look into coordinating with the County Recorder's office to help coordinate when a home with a septic system changes ownership.

Meeting's Motions and Resolutions:

Joyce Peters made a motion to approve the July 1st, 2025 regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters motioned to approve the July 15th, 2025 regular meeting minutes. Henry Duchscherer seconded the motion; all voted yes and the motion carried unanimously.

Joyce Peters made a motion to enter into a contract with the Geauga County ADP (Automatic Data Processing Board) for all of our IT (technology) needs. Henry Duchscherer seconded the motion. *Roll Call Vote:* Joyce Peters – Yes, Henry Duchscherer – Yes; Lance Portman - Yes. All voted yes, motion carried unanimously. (Resolution #076-2025)

Joyce Peters motioned for a Supplement Appropriation of \$30,000.00 to the Fire Fund. Henry Duchscherer seconded the motion. *Roll Call Vote:* Joyce Peters – Yes, Henry Duchscherer – Yes; Lance Portman - Yes. All voted yes, motion carried unanimously. (Resolution #077-2025)

Joyce Peters made a motion to accept the proposal with Envelope Consulting Services LLC of Chardon, Ohio for \$4,200.00 to review the porch and balcony structural aspects of the Community House and provide a report of the areas of concern and recommend repairs. Henry Duchscherer seconded the motion. *Roll Call Vote:* Joyce Peters – Yes, Henry Duchscherer – Yes; Lance Portman - Yes. All voted yes and the motion carried unanimously. (Resolution #078-2025)

Joyce Peters motioned to enter into an agreement with the Troy Township Board of Trustees for mutual 'soft-billing' for EMS services in Parkman Township and Troy Township. Henry Duchscherer seconded the motion. *Roll Call Vote:* Joyce Peters – Yes, Henry Duchscherer – Yes; Lance Portman - Yes. All voted yes and the motion carried unanimously. (Resolution #078-2025)

Lance Portman motioned to adjourn the meeting at 9:08 p.m. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the July 1st, 2025 regular trustee meeting (missed at last meeting)
- Approve the minutes for the July 15th, 2025 regular trustee meeting
- First submittal of local withholding taxes (Akron, Berkshire Schools, Middlefield, and Warren)
- First submittal of Diemert repayment plan (June & July = \$400.00)
- County Job Opportunities received – posted at Community House bulletin and forwarded for inclusion in our social media (Facebook)
- Received offer from Geauga County Engineer's Office to "tag" onto road striping when the company is striping county roads in our township
- Received notice from ODOT of upcoming (Fall 2028) project of replacing the deck of the McCall Road (St. Rt. 88) bridge over the Grand River (at Shangri-La)
- Received final payment of real estate taxes (2024 – collected in 2025)
- The latest update with Word documents has created a lot of difficulties. We'll need to investigate remedies...

NOTE: Assistant won't be in attendance of any meetings this month.

Zoning

1. Application completed by John Brown Byler of 17060 Hosmer Road. Mr. Byler is proposing an addition to his house that consist of a second floor to his house plus an addition to the back of the house for a total of 1900 square feet; all paperwork was in order and a permit was issued.
2. Paul Zenisek came to the office and completed an application for an addition to his accessory building of 840 square feet. The addition is 14' x 60' lean-to on his McCall Road parcel; a permit was issued.
3. Rob Miller called zoning and wanted information on a home occupation for his son to cut and split firewood to sell at the farm. Zoning had no problem with the idea; Mr. Miller is to come in for a permit.
4. Onsite inspections on the following:
Wojtasik of Owen Road
Livingston of Owen Road
Both properties looked to be cleaned up. The vehicles and other items were in order. *A neighbor noted that Zoning isn't looking at the right property. The property at 17915 Owen Road (Ben & Fannie Hostetler) has excessive 'clutter' (car parts, boats, a pool in the front yard without any fencing...). The Livingston property at 17940 Owen Road still has a truck and trailer on the south end of the property along the tree-line.*

5. John followed up on a complaint at the 17000 block of Nash Road. A non-compliant letter was sent to Joe Jackson of 17265 on a camper in the front lawn area. It looked like it had been setting there for months.
6. The abandoned house on the corner of Rt. 88 and Bundysburg Road is in foreclosure. Zoning put a note on the door and by chance a property management person saw the note and called Zoning. He said that the property will be cleaned up within a few days.
7. The old shoe store on Madison Road that had been vacant a few years was found to be occupied, and is now a dry goods bulk food store. The owners (Mr. and Mrs. Miller) are to come to the office and complete an occupancy permit.
8. Zoning did an on-site inspection of the old school where there is a total renovation going on. They are not only planning the Bow & Reels shop, but several other 'mom and pop' type stores inside the building.
9. Enterprise Title requested zoning information on Josh Lasich's property at 16535 Hosmer Road.
10. Received complaint on the location of some Kiko Auctions signs in the Township. Some signs were in the township right-of-way. Zoning spoke to Jeff Kiko and he moved/re-located a few signs to proper locations.
11. There is nothing new to report on the ODOT-owned corner at Madison Rd. & Rt. 422 at this time.

Zoning Discussion – Any discussion was held during each section.

Fire

- Got word that the base radio for the station will need to be replaced at a cost of \$1200.-\$1500.00
- Please approve the annual payment for our reporting – ESO in the amount of 3288.48
- Tanker has developed a water leak in the tank, contacted the manufacturer, possibility of it being under warranty and repaired – May have to transport it to the factory in Meyersdale, PA. Truck remains in service.
- Jeep – the Jeep is out of service due to corrosion of safety devices. Need to locate a reasonable replacement soon – discuss a budget for a newer jeep to replace this unit that is nearly 40 years old. *A supplemental appropriation would be necessary for the Jeep replacement. (See Motions & Resolutions)*
- SAM.GOV has been updated – requirement for any federal grants
- BWC grants – the Firefighter exposure grant – used for Gear items, has been fully expended until 8/2026. The 3-year cycle will reset that month.
- BWC grants- Safety Improvement grant – there is funding available for that program.

Fire Department Discussion – We will look into hiring a grant writer to apply for a grant for the ventilation system. We could possibly get \$70,000.00 (95% of the cost of the system.) Mike will look into contacting a grant writer and report back next meeting.

Roads

- We finished all of the dust control and have been working on road-side mowing.
- We will begin some of the infrastructure work on Hosmer Road (Rt. 88 to Old State Rd.) to prep for next year's chip-seal project. This includes back-cut mowing and tree trimming.

Roads Discussion – Any discussion was held during each section.

Community House/Parks

Community House:

Renovations on the kitchen started August 4th. There are no bookings for August.

Chris Loze looked at the leak in the basement and will have a quote this week. (Over \$12,000.00) Henry is to contact other possible contractors.

We're gathering quotes for upgrading the Solar Panel system. Overlook Park has 8 bookings for August

Overlook Park:

We have 8 bookings for August.

Community House/Parks Discussions – Lynn Schiffbauer updated the numbers: We have 13 reservations for Overlook Park for the month of August.

Linda Jacobs commented that King Brothers in Bristol can provide jetting/cameras for the drains and footers at the Community House to help determine where the leaks are causing our water damage.

The road crew also put topsoil & grass seed where trees were removed last year from around the Community House.

Cemetery

- We had a cremation burial on Friday, August 1st.
- Topsoil was spread on the previous burial locations and grass seed put on them.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Kitchen Renovation* – Demolition has begun; flooring to be completed Monday (8/11); Delivery expected Monday (8/11);
- Solar Panels* – Four panels need replaced now (\$600. Labor charges). We've already replaced 11 panels. A complete upgrade (replacing all inverters) would

be \$9,000.00. Possibly install 15 additional inverters...Henry will continue to gather information.

- C. *Soltis driveway apron on Center & Church Street* – The basin and ditching were cleaned out and the surrounding area has been seeded to prevent future erosion.
- D. *Juneteenth resolution* – Research continues
- E. *Short-term rentals* – Can they be inspected? Are they safe? Joyce will continue researching
- F. *Budget Hearing* – We are scheduled with the County Budget Commission for Monday, August 18th @ 10:00 a.m.
- G. *Community House structural report / Envelope Consulting Services LLC* – We are contracting with consultants to determine structural issues with the porch and balcony of the Community House. They will also advise us on necessary construction plan. (See *Motions & Resolutions*)
- H. *Troy Blending agreement* – for EMS billing only so that Parkman and Troy residents are soft-billed equally. The initial agreement was signed by the Parkman trustees and Fire Chief; the paperwork was given to Don Breckenridge to take back to the Troy Township trustees for their signatures. The fire chiefs will continue discussing collaborations between the departments.

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

New Business

- NOAH is scheduled for road-side clean-up of our township roads on Saturday, September 20th – Starting at 6:30 a.m. They will need drivers...
- An extra Red Cross blood drive has been scheduled for October 3rd (Noon-5 pm)

Public Comment

Lynn Schiffbauer reported that the new camera at the gazebo isn't working.

Adjournment: Lance Portman motioned to adjourn the meeting at 9:08 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on August 19th, 2025, starting at 7:00 p.m.

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

Meeting Minutes Approved by 