

Parkman Township Trustees

Regular Meeting May 20th, 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,
Community House Coordinator – Lynn Schiffbauer, and residents – Roger Anderson,
Brandon Reed, Roger Roach, John Weedon, Mike Craver, John Augustine and Ann
Wishart of the *Maple Leaf*.

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 May 6th, 2025 regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a **motion** to maintain the \$4,000.00 previously voted on for Stone Huggers to do work in the cemetery and to add another \$4,000.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman motioned to adjourn the meeting at 8:35 p.m. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the May 6th, 2025 regular trustee meeting
- Paperwork continues for Workers' Comp claim.
- I need to know who is able to attend the next dinner meeting of the Geauga County Township Association – on Wednesday, July 9th (hosted by Chester Twp. at Orchard Hills at Patterson Farm). *Joyce Peters, Henry Duchscherer, Lance Portman, Lynn Schiffbauer and John Spelich said that they were all able to go.*

Zoning

1. Request for information on the following: Bria Anderson – an addition to a barn at 17400 Reynolds Road parcel #25-000310. Also, information on 16407 Forgehill and 16268 Main Market.
2. A mortgage company out of Lorain County requested information on the property at 15365 Nash Road. Mark looked into the request and found that the house was vacant. Mark reported back to the mortgage company.

3. In the past few weeks Zoning gave its OK with addresses for the Haven Amish Center on Tavern Road and a new address on Reeves Road. John Yoder of Bundysburg Road said that the County Tax Map Office is working on a new address for his property.
4. Received from Planning the following: Application 25-014 Zoning received a copy of the executed and approved deeds on the mentioned Application on real property held by Sugarhill Limited. The deeds coincide with a survey map reviewed, signed and approved February 23, 2025.
5. Also, from Planning Application 25-026 containing a copy of an approved deed on real property held by Samuel J. & Elizabeth Weaver. Also, on the Deed Samuel S. Jr. & Maurine Weaver. The deed coincides with a survey map received, reviewed and signed by Zoning April 10th 2025.
6. Recently received from Planning a copy of executed and approved deeds on Application 25-022 on real property held by Elmer W., Marvin W. & Wayne M. Byler. The deeds coincide with a survey map that was received, reviewed, and signed by Zoning April 20th, 2025, and a copy returned to Planning.
7. Received a complaint on a bunch of junk on the roadside at 17655 Bundysburg Road. Mark went out to investigate and he took a few pictures. Zoning sent a non-compliant letter with five days to clean up the trash. Also, a non-compliant letter was sent to the property owner of 16445 Hosmer Road on a shipping container and a junk car. Zoning gave the property owner five days to respond. A second letter was sent to 18175 Madison Road.
8. A request for a variance was held last Tuesday. However, Noah Yutzy was a no show on the hearing. All members were in attendance, along with five other property owners. No hearing was held; however, a round table discussion was held. The property owners had questions and the members had some answers. A staff member of KIKO Realty said they will handle the property sales.

Zoning Discussion – Any discussion was held during each section.

Fire

- After a discussion with Mrs. Peters a new A/C unit was installed yesterday at the station. -Thank you
- Dry hydrant – Soltis Rd, Plumbing ordered, req and invoice turned in
- Ohio Fire Equipment grant check was received and turned into fiscal for the award amount of \$15,000.
- Villers Advanced Electric approval, Quote was signed and returned to Villers Advanced Electric.
- Engine 4221 front end work was completed last week. Parts were ordered from truck manufacturer and delivered to the mechanic. Req and invoice turned in.
- Mechanic out yesterday to look at electrical issues with 4221 – oil and transmission lights on
- Meeting with Troy Chief and AC on the 19th.

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

Roads

- Repairs have been made on Nash from 528 to Newcomb with asphalt and it is ready for the chip seal.
- Last report I forgot to mention that the sink hole on Mill St. was fixed and completed. I have watched it over the last few heavy rains and it appears to be holding great.
- We put the flags around town up and replaced some of the holders that were damaged from last year.
- We are going to try and complete as much roadside mowing as we can before the holiday weekend.

Roads Discussion – Lance Portman said that all of the trucks parked in the parking lot are for the chip and seal project. They are ahead of schedule.

Community House/Parks

Community House:

- We have one booking in May yet and June we have 4. We have a Blood Drive May 28th from 9:00 to 4:00.
- We have Frank Vargo from the Building Dept. coming out Tuesday to assess possible renovations to the front of the Community House.
- We did the needed work (Thank You, Eric) on the water system drain pipe for the EPA.
- Hess Pest Control sprayed for ants in the kitchen.
- Trash Day will be June 21st 8:00 – 12:00 at the Community House Parking Lot.

Overlook Park:

- We have 2 bookings in May and 5 in June.
- The ballfields are being dragged weekly.

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

Cemetery

- We had a burial this past Saturday, 5/17.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A. Graffiti – Joyce Peters had a conversation with Vinny to find a product to clean the graffiti on the road garage. She said that she was told that there's a product that's used to clean up the overspray from the roads that they can try, but it will probably also take off the paint on the building.

- B. Kitchen Project – They are putting stainless steel counters in, and they are halfway through with the project. There will also be three large commercial base sinks and a prep sink. Mike Craver and Lance Portman are putting the FRP up on the walls. Joyce Peters said that they need to figure the August schedule out to finish the demo. Joyce told Mike Craver that the plumber needs to be there when the demo happens. The second part of the renovation is the flooring. Henry Duchscherer needs to get a hold of the flooring people. After the flooring is done, the wall panels have to be put up.
- C. Gazebo roof/cameras – Joyce Peters said that the roofing was supposed to arrive on the 10th. It's now delayed until the 21st. The roofing company said that they could get the roof done by Memorial Day. Joyce Peters wasn't feeling confident about it due to the weather (it's supposed to rain). The roofing company will do it next Tuesday after Memorial Day. The cameras are six weeks out. They said that they just need to put a camera on the side that has the graffiti on it. Joyce Peters said that her and her husband Tom put the plaque by the school bell.
- D. Memorial Day – the plaques are finished, and Joyce Peters has them at her home. The brochures are also done. The Sheriff's Office was contacted by Joyce Peters, and there will be coverage. Lynn Schiffbauer said that the chairs are up at the cemetery and all they need is one 8-foot table, a microphone and the podium stand. Joyce said they need a minister to do the blessing. They have the Burton Scouts and the Cardinal High School Band. It was found that the Cardinal kids weren't doing the flags at other towns within the school district; they were cleaning graves/headstones.
- E. Fire staffing update – Joyce Peters handed out staffing reports for the year. In the month of April, staffing was at 45% of the available time. The average staffing was 55% for a 12-month period. Joyce Peters said that "everyone" is in the same boat. She said that because of this, they are going to be within their budget.
- F. Roads update – Lance Portman said that they had a company come out and do the repairs to Nash Road. He explained what the repairs were and that they were done in one day. Now Suit-Kote is here to do the chip and seal projects. Resident Roger Roach asked if they will be able to fix the end of Hosmer Road (by the hill). Lance Portman said that they won't be getting to it this year, but next year. Mr. Roach said that the problem is people accelerating to get up the hill. He said that they just need to pave it from the bottom to the top of the hill. Joyce Peters said that they're trying to spend about the same amount of money each year on the roads. There's also a lot of prep work that has to be done the year before the chip and seal. Lance Portman said that it includes the ditches. He said that the chip and seal for the long part of Hosmer Road will be in 2026. Joyce Peters said that the chip and seal for that part of Hosmer Road is the cost of many of the roads together.
- G. Horse shed – Joyce Peters said that a decision has to be made. The manure problem won't resolve itself. Lynn Schiffbauer has pictures. There was a large wheelbarrow full of manure left out in the rain. Lynn said that they spent a good hour picking up trash again.

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

New Business

- A. Cemetery: Stone Huggers/Pillars – Dale Komandt called about Stone Huggers. The trustees had already appropriated so much for them to come out, but they never did due to unforeseen circumstances. *See Motions and Resolutions*. Joyce Peters asked Lance Portman if he had heard from the masons on the cemetery pillars. Lance said that they are holding off until June.
- B. County engineer porch inspection – Henry Duchscherer spoke with the county engineers, and they had some concerns about some things on the porch and gave some suggestions. They gave Henry the name of an architect in Newbury to see what the cost of the project would be. There might be historical and handicapped grants that the trustees could apply for. Discussion was held on what could be done. Joyce Peters said that a header is needed at the front door so it doesn't hit the ceiling. There's also a new law about building codes on historical building renovations.

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

Budget

- Denise Villers said that this is the starting point of the permanent appropriations for this year. The inside millage is 1.30 mils from the Road and Bridge fund. Tonight, they are just looking at the General Fund. Joyce Peters thinks that they should increase the road appropriation from \$75,000.00 to \$100,000.00. The biggest expenditures are salaries and benefits and highways. Henry Duchscherer asked about the pickle ball courts being put in and the cost. Joyce Peters said that she thinks that it can be paid out of this year's budget. Lance Portman said that he would like to repair the chimney at the pavilion next year. The trustees went through the rest of the line items.

Public Comment


- Lynn Schiffbauer said that when she and Patty were putting flags up at the cemetery, they noticed a lot of Christmas and other "junk" that was left on graves. The trash also needed to be emptied. Lynn said that she also noticed that they need more current medallions for the graves. Joyce Peters said to contact Patty Humr. Lynn asked if a levy for the fire department was still going to be put on. Joyce Peters said that they won't need one if the staffing level is going to stay at what it is. Lynn asked about a road levy. Joyce Peters said that they are hoping to save money in the long run by not having to do dust control and using stone to fill in holes, and by not spending as much on maintenance altogether.
- Roger Anderson asked if the concrete pad for the recycling area was going to be poured before "scrap day" and if there is an update on the lawsuit. Lance Portman said that he's tried to contact the guy three times in the last week. The plan is still "yes." There is no update on the lawsuit.
- Mike Craver asked if they could put dirt into the budget for the ball diamonds because it's a "pond" around the pitcher's mound.

Adjournment: Lance Portman motioned to adjourn the meeting at 8:35 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on June 3rd, 2025, starting at 7:00 p.m.

Meeting Minutes prepared Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by  _____