

Parkman Township Trustees

Regular Meeting June 3rd, 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, Fire Chief – Mike Komandt, Community House Coordinator – Lynn Schiffbauer, and residents – Brandon Reed, John Augustine and Ann Wishart of the *Maple Leaf*, Don Gatrell of the Zoning Commission, Russell Spencer of Parkman Township Fire Department and Don Breckenridge from Troy Township (Trustee).

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 20th, 2025 regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman motioned to adjourn the meeting at 9:15 p.m. Joyce Peters seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the May 20th, 2025, regular trustee meeting
- Workers' Comp claim – Return to work set for July 7th. (*per Ohio BWC*)
- "Attended" OTA webinar – Understanding the Ohio Revised Code for Fiscal Officers.
- Budget Planning entries made per our meeting of 05/20/2025.

Zoning

1. Zoning information requested on the following:

- 16805 Tavern Road (Parcel #25-054200): zoned industrial parcel
- Aaron Byler of Rutland Road requested information on two parcels: #25-106140 & #25-106150 on Rutland Road. He may purchase and sub-divide it into smaller parcels.

- David Soltis called Zoning and wanted information on 2 sub-lots on Church Street. He wanted to know if they were buildable. It's a YES since there is sewer in the area.

2. Susan Martin of the Tax Map office sent out three new home addresses.

Parcel #25-064700 (Marlin & Susan Miller) on Reeves Road

Parcel #25-190224 (Chester Miller) on Bundysburg Road at the Trumbull Co.

border Parcel #25-055500 (John Miller) on Nash Road (part of the 'Buster Miller' auction property)

3. Martin Fisher completed an application for an addition to his Newcomb Road house. All paperwork was in order and a permit was issued.

4. Received from the Planning Commission legal descriptions and survey maps for the following:

Parcel 1) Proposed division of land part of parcel #25-045900 0.4141 acre to be conveyed to parcel #25-046000 owner Steven Kurtz.

Parcel 2) Proposed Division of land: 2.3584 acres owner Dan Kurtz Parcel #25-046000. Parcel A is a consolidation of land being 6.74 acres being part of Parcel #25-045900 and all of Parcel #25-046000. All of Parkman Township Zoning requirements were met. The survey map was reviewed, signed and one copy returned to Planning.

Parcel 3) Application E23-025 copy of executed and approved deeds for David & Ruth Hostetler, John & Ellen Troyer, survey maps were reviewed and signed by Zoning in April of 2025.

Parcel 4) Application 25-037 on property held by Sugar Hill Limited & Matthew & Rebecca Hershberger the deeds coincide with the survey maps reviewed & signed by Zoning April 19th, 2025.

5. Cathleen Young completed an application for an in-ground swimming pool at her Main Market home. All paperwork was in order and a permit was issued.

6. Mark was looking into a report that the property held by Andrew Yoder at 16931 Hosmer Road has two houses – that, of course, is not permitted. Earlier this week Mark was to walk the property, to see firsthand if there were two houses on the property.

7. Zoning met with Owen Miller of 16565 Hosmer Road to mark off the area in front of his house to add on an in-law suite for his aging mother & father. Mr. Miller is also looking into the purchase of 3 acres on the west side of his property. He may add on to his shop.

8. Mark investigated the trash on the road-side on Bundysburg Road and Nash Road. The few times Mark did go on-site no one was at the house.

9. The Yutzy Farm on Nash Road is going to KIKO Auction that is set for July. Jeff Kiko is applying for a sign permit, and he was informed that the signs must be located out of the road right-of-ways.

10. June 10th a request for a “USE” Variance will be held at the Community House at 7pm. The Millers of Bundysburg Road are requesting the Variance in hopes to lease the 5,000 sq. ft. building for a non-manufacturing facility.

Zoning Discussion – Mark Strumbly brought up that two violations in the township were found. One was a steel container on a property on Hosmer Road. There was also a car on the property with the engine pulled out of it. Mark met with the resident and told them that if they wanted to keep the container, they would have to put siding and a roof on it, otherwise, the container would have to be removed. He also told the property owner that if they decide to put siding and a roof on the container, he will have to charge them for the building. Zoning Commissioner Don Gatrell was at the meeting and said that if the owner did put siding and a roof on the building, they would have to get a permit and it still needs to meet the setbacks. Joyce Peters said that the owner has to have a permit before he makes it a shed/puts a shell on it (portable building). Joyce then asked Don Gatrell what happens if people don't do what they say they're going to do. Don Gatrell said that that is what the permit is for.

The second violation is trash on a property on Bundysburg Road. A notice was sent. Mr. Gatrell said that sometimes if a local authority (Zoning) can't get anywhere to solve the trash problem, they can call the county health department who has more authority to make things happen.

Don Gatrell/Zoning amendment – Don Gatrell, the Chair of the Zoning Commission came to the meeting to discuss two zoning amendments. The first one is about how their advertising verbiage needs to be changed from being on just print media to being on digital media (website/social media). Joyce Peters said that the trustees had already passed a resolution to do their advertising differently. Joyce said that they have to do their advertising in both places, the website and on social media. Joyce Peters said that the trustees also use the sign out front to advertise.

The second amendment to be discussed came about because there's a resident in the community who would like to start a chiropractor business on their property. They would like to change the verbiage to state, “anything related to a health occupation as long as it's a state regulated field.” With the situation that prompted this change, Mark Strumbly said that Zoning will have to look at when the buildings are put up, they will have to watch that they don't encroach on the property lines like what is happening in the current situation. Don Gatrell said that they try to keep everything as close to ORC as possible. Mr. Gatrell spoke of resident concerns and what they discussed. The Zoning Commission voted to forward the amendment changes to the trustees. Now the trustees will advertise the proposed amendment changes. Joyce Peters said that they also need to set a hearing date according to ORC for the public to voice any concerns.

Fire

- Dry hydrant installed on Soltis Road.

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

Roads

- All the chip-seal projects have been completed for this year. *Lance Portman said that we are preparing Hosmer 'B' and 'C' (between St. Rt. 88 and Old State Road) for chip-sealing in 2026. The trustees have sent a letter to the county engineers to properly survey the road.*
- I am working with scheduling the dust control next. I am aware we have some holes due to the rain on some of the roads and we will work to try and get them filled. Due to the high temps and nice weather, I will not be grading until we are scheduled for dust control.
- We have been working on getting the roadside mowing done but have had a few breakdowns with hoses blowing, but we are back up and running.

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

Community House/Parks

Community House:

- We have three bookings in June and two for July. We have a Blood Drive on Wednesday July 23rd from 10:00am to 3:00pm.
- We have Jim Durber, architect, coming out to look at our plans to renovate the front of the community house.
- Trash Day is June 21st from 8:00 a.m. to noon.
- The pad for the recycling bins is finished.

Overlook Park:

- We have 4 bookings for June and one in July.
- We are going to need 45 tons of "baseball" dirt for each of the ball diamonds. *Henry Duchscherer received pricing and found that Zeigler Earthworks was cheaper.*

Community House/Parks Discussions – Henry Duchscherer said that a dead tree across from his house (Cromwell Property at Rts. 168 & 528) needs to be cut down. They need to decide who they want to have come out and cut them down. Henry will get quotes.

Cemetery

- We had a full burial this last Friday. I plan to spend a day or 2 in the cemetery seeding and topsoiling previous burial plots here soon.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A. Memorial Day wrap up, letters-donations, expenditures – Joyce Peters said that it went smoothly. There were three Sheriff's Dept. units. They will send three thank you letters and donations (CHS marching band, Scout Troop 197, and Pastor Justin Boyle). Joyce Peters has two expenditures for the plaques, and she would like to know the cost of the flowers and wreaths to send in for reimbursement (grants). *\$33.68 for hanging baskets to the honored veterans' families and \$134.00 for the two Memorial wreaths placed at each cemetery.*
- B. Graffiti – Joyce Peters said that resident Vinny Puruczky tried the product that's used for road over-spray that the trustees had been discussing. It took the graffiti right off.
- C. Gazebo roof: copper, paint – The roof is done. Joyce Peters said the initial plan was to use the old copper, but the old copper ribs were too narrow, and it would have let water in. Joyce Peters made a decision to put new copper on. The township did receive \$151.90 from scrapping the old copper ribbing. They also discovered that the old nails were poking through the beadboard ceiling. That was also fixed. The ceiling needs to be repainted, but they need to figure out what color it is. Henry Duchscherer said that it should be on record at Sherwin Williams. Joyce Peters said that they could probably have Mike Craver do the painting since it's a small amount.
- D. Kitchen – It will cost \$1,179.00 for Fisher Flooring to do the floor. Henry Duchscherer said won't have a price from Bosak Improvements for the plumbing until the wall is opened up during the demolition phase.
- E. Pickleball/tennis/basketball courts – Henry Duchscherer said that they're going to have it crack-sealed and patched as well as put a new coat on it. He doesn't have any quotes on it yet.

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

New Business

- A. Soft billing/Troy – Joyce Peters received a call from an Amish person about their EMS billing. Joyce found out that Troy Township Fire Department wasn't soft-billing Parkman residents. The Amish resident had a question about the cost of old bills and was looking to figure out some kind of consistency of what the cost is going to be. Mike Komandt said that he wasn't aware of any old bills with Troy. Mike said that open accounts can be closed if anything is paid on them. Per Mike Komandt, how much the patient pays depends on the percentage. He said that he would send an email to Andrea from *LifeForce* "now." Russell Spencer said the charges are based on how far the patient is transported and the level of care given. Mike Komandt said that they should be receiving a letter saying that they should or shouldn't have to pay something. Joyce Peters said that they will work it all out.
- B. MK Roofing open house, June 7th, 11 to 4 – Joyce Peters said that they're having their open house if anyone wants to go.
- C. Amazon Business Prime – Denise Villers and Lynn Schiffbauer said that it's working well. Denise receives invoices next day and a statement once a month.

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

Budget

The trustees went over various funds.

- Fund 2011- Special Revenue Motor Vehicle License Tax – Joyce Peters said that they're ahead of the game.
- Fund 2021- Special Revenue Gasoline Tax – Joyce Peters said that they should talk about 3% raises for the Road Department employees.
- Fund 2031- Roads – Projected revenues about \$350,000.00 – about what was approved last year.
Expenditures for 2026 chip-sealing: - \$130,000.00 out of the General Fund and \$130,000.00 out of the Roads Fund
 - Next year's chip-seal – Hosmer Road between St. Rt. 88 and Old State Road = about \$70,000.00/mile
- Joyce Peters said to keep the salary increases what they are at 3%.
- Cemetery – Are there any big projects? Lance Portman said that the pillar project is postponed a week. Lance also asked if StoneHuggers only cleaned headstones or if they also leveled the headstones. Lance said that the front fence is falling at Overlook Cemetery. Joyce Peters said that the fence repair is going to have to come out of the General Fund. Maybe they could also allocate around \$15,000.00/year out of the General Fund for headstone leveling.
- Lance tried to get a quote on the chimney at the park and the steps at the community house. Maybe these can be put on next year's budget?
- The ARPA fund is almost depleted – the last projects obligated in 2024 are being completed soon.
- The Fire and Rescue and Fire Levy will be reviewed at the next Budget Planning meeting (June 12th @ 5:00 p.m.). Joyce Peters handed out Mike Komandt's proposed budget. At this point, she's thinking they should keep the firefighter's salaries at about the same.
- Denise Villers is to put together a Resolution for the Street and Light fund.

Public Comment

- None

Adjournment: Lance Portman motioned to adjourn the meeting at 9:15 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on June 17th, 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

