

Parkman Township Trustees

Regular Meeting August 19th, 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 – John Spelich, Community House Coordinator – Lynn Schiffbauer, Geauga County Maple Leaf - Ann Wishart, and residents – Brandon Reed 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 August 5th, 2025 regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes; motion carried unanimously.

Lance Portman motioned to approve the August 7th, 2025 special meeting minutes. Henry Duchscherer seconded the motion; all voted yes and the motion carried unanimously.

Joyce Peters made a motion to accept the 2026 Budget approved by the Geauga County Budget Commission on August 18th, 2025. Henry Duchscherer seconded the motion. *Roll Call Vote:* Joyce Peters – Yes, Henry Duchscherer – Yes; Lance Portman – Yes. All voted yes, motion carried unanimously. **(Resolution #081-2025)**

Joyce Peters motioned to pay up to \$3,000.00 to Hudson Communications for the emergency warning devise purchase and installation for the Jeep (light – siren – siren speaker). Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. **(Resolution #082-2025)**

Joyce Peters motioned to contract with Nationwide First Responder Grants to write a grant for the cost and installation of a ventilation system in the Fire Station at a fee of \$3,000.00. If we are awarded the grant, they will be paid a bonus equal to 9% of the federal share. Henry Duchscherer seconded the motion. *Roll Call Vote:* Joyce Peters – Yes, Henry Duchscherer – Yes; Lance Portman - Yes. All voted yes, motion carried unanimously. **(Resolution #083-2025)**

Joyce Peters made a motion to go into Executive Session at 7:36 p.m. "It is necessary to adjourn to Executive Session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official." Henry Duchscherer seconded the motion. Roll call vote: Joyce Peters – Yes;

Henry Duchscherer – Yes; Lance Portman – Yes. Motion carried unanimously.
They came back into regular session at 7:40 p.m. (**Resolution #084-2025**)

Joyce Peters motioned to “hire” Xion Malensek as a cadet with the Parkman Fire Dept. (no pay). Henry Duchscherer seconded the motion. All voted yes and the motion carried unanimously. (**Resolution #085-2025**)

Joyce Peters made a motion to go into Executive Session at 8:19 p.m. “It is necessary to adjourn to Executive Session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.” Henry Duchscherer seconded the motion. Roll call vote: Joyce Peters – Yes; Henry Duchscherer – Yes; Lance Portman – Yes. Motion carried unanimously.
They came back into regular session at 8:29 p.m. (**Resolution #086-2025**)

Lance Portman motioned to adjourn the meeting at 8:30 p.m. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the August 5th, 2025 regular trustee meeting
- Approve the minutes for the August 7th, 2025 special trustee meeting
- County Job Opportunities received – posted at Community House bulletin and forwarded for inclusion in our social media (Facebook)
- Received credit from the BWC for attending their webinar on “The Life Cycle of a Claim”.
- We received compliments on the improvements made at our recycling area (through the Geauga-Trumbull Solid Waste Management District).
- Received notice from Dumpster Bandit that our pick-up day is changing from Thursdays to Wednesdays beginning August 20th.
- Presented our 2026 Budget to the Geauga County Budget Commission yesterday (Aug. 18th). *We got a “thumbs up” on our budget. They recommend that we set up Reserve Fund accounts.*
- Resolution required to accept our 2026 Budget as approved by the Budget Commission.

- Cemetery Sexton, Patty Humr, gave me some cemetery deeds that had somehow not been mailed out (from 2017, 2021, 2022). I had to do a little detective work for one since the surviving spouse no longer lives in the area – Success!
- Received the title for the Fire Department's "new" 2014 Jeep Wrangler

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

Zoning

1. Received from Planning Commission application 25-065, survey maps and legal descriptions on property held by Marty & Emma Miller. The application is considered a minor lot split of 2.78 acres. Parkman Zoning reviewed, signed and returned one copy to Planning.
2. Zoning information requested were received on the following properties: 16759 Main Market, 16535 Hosmer, and 2.5 acres vacant land on Owen Road.
3. Received an address check request from the County Tax Map office to verify 15445 Agler Road (owned by Kenny Yoder). Zoning approved.
4. A real estate company out of the Columbus area called and wanted information on 17773 & 17775 Reeves Road – for loan purposes.
5. Larry Miller of the Bows & Reels store on Madison Road called to say that they are remodeling the old elementary school and will be moving their business there in a few weeks. This is all interior renovations. Other businesses will also be opening at the old school as well. (i.e. fabric – hobby) *Signage requirements were discussed briefly.*
6. Allen Miller of Tavern Road completed his request for a variance on some newly purchased property; when doing so, he knew that the permitted frontage was going to be about 12' short of the 200' needed to be in compliance. Zoning is waiting for the Planning Commission's paperwork so that Zoning can complete the request.
7. Zoning received the corrected County Soil & Water Plan Review for The Haven Amish Community Youth Center. In the plan there are 10 items to be implemented as part of the construction activities to ensure project compliance.
8. Ellen Miller completed an application for Home Occupation and sign permits for their new dry goods store at 16141 Nash Road. They re-opened the store that her mother previously ran as a shoe & boot store.
9. Keith Strever of 16530 Old State Road completed an application for an addition to his house and garage. All paperwork was completed and a permit was issued.
10. Mr. Bill Mullet (owner of the old Parkman Country Store) called and said that he will submit plans to Zoning. The Geauga Building Department is showing a total renovation of the old store. Mr. Mullet indicated that the store will resemble a variety store on Nauvoo Road in Middlefield township with family-owned hardware, dry goods, and a deli featuring soft drinks and sub sandwiches.

Zoning Discussion – Any discussion was held during each section.

Fire

- Base station radio was ordered.
- Awaiting a schedule from the Tanker manufacturer to repair the tank leaks. It is not covered under warranty. We will be delivering it to the factory as transporting it commercially is too expensive.
- Jeep – The new Jeep is in the station – we are working on getting the tank secured and getting the emergency lighting and decals installed.
- Please approve Hudson Communications up to \$3000 for emergency warning device purchase and installation.
- *They anticipate the Jeep to be ready for use by the end of next week.*
- We do have a desire to participate in the Geauga County Fair in 2026. Please approve
- Need to locate the title for the old jeep in the basement archives so that it can be placed up for auction. *(Done – copy emailed to Komandt by Villers 8/27/25)*
- Grant writer – approval and resolution are required to proceed. \$3,000.00 fee plus a 9% bonus of the federal share if we are awarded the grant.
- Executive session for hiring

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

Roads

- August's round of road-side mowing has been completed. Currently the mower is down due to a flat tire, which needs replaced (*bent rim*)
- I look to, hopefully, get out and begin the back-cut mowing this week after working on and making some maintenance repairs on the boom mower.
- If there is anyone in the area of Hosmer Road who asks for fill dirt, please send them our way. When we work on the ditching on Hosmer it would be helpful if the dump site(s) are close by.
- Some holes were filled on Owen and Hosmer roads. We will try to monitor and fill larger holes on our roads.

Roads Discussion – Any discussion was held during each section.

Community House/Parks

Community House:

- We have 6 bookings for September
- The kitchen renovation is almost finished and it looks great. The plumbing is being done this week. Special thanks to Lance Portman and Mike Craver who did a great job redoing the walls.
- We continue to get quotes for fixing the leaks in the basement.

Overlook Park:

- We have 5 bookings for the remainder of August and 4 for September.
- We have a weed problem on the front ballfield. Steve (S.S. Landscaping) and Eric (road supt.) are going to figure out a long-term solution.
The volleyball court also needs some weed control per Lynn Schiffbauer.
- We have to figure out what we're going to do with the fireplace at the main pavilion. (cracked flue-liner / No cap, so rain water gets in / missing bricks on exterior from vandalism)
- We are still having no luck finding someone to resurface the tennis and basketball courts.

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

Cemetery

- No report.

Old Business

- A. *Budget Resolution (see Motions & Resolutions)*
Our levy ranking in the county is #15 out of 16 townships
General Fund: #13; Roads: #11; Fire/EMS: #15
- B. *Kitchen Renovation (see Community House report)*
- C. *Solar Panels* – We are getting 4 inverters repaired; declined additional inverters/panels
- D. *Troy blending* – Troy trustees will be signing the agreement that we signed at our last meeting.
- E. *Technology Grant* – Jeff @ Geauga ADP received an email on the grant (we were unsure of its status). They asked that their form be filled out to received the grant money (\$25,000.00).
- F. *Short-term rentals* – Can they be inspected? Are they safe? AirB&B and VRBO are different from a Bed & Breakfast that is owner-occupied. Joyce wants to put together a plan to have them register with the Township – looking for smoke detectors, CO detectors, emergency egress, first aid kit... Does Zoning have to do this or can it be the Board of Trustees? Joyce will continue researching.
- G. *Porch Renovation* – No reports yet from the consultant.

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

New Business

None

Public Comment

It was asked when we would be receiving our AEDs. Since they will be free to us from UH-Geauga, "we'll get them when we get them".

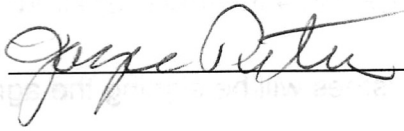
Executive Session (*See Motions and Resolutions*)

Adjournment: Lance Portman motioned to adjourn the meeting at 8:30 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Next meeting on September 2nd, 2025, starting at 7:00 p.m.

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

Meeting Minutes Approved by

A handwritten signature in dark ink, appearing to read "Lance Portman", is written over a horizontal line.