

Parkman Township Trustees

Regular Meeting September 2nd, 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, Fire Chief – Mike Komandt, and residents – John Augustine, Roger Anderson, 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 August 19th, 2025, regular meeting minutes and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a motion to accept the Streetlighting Resolution to provide lighting within certain areas in the township and to increase the contract amount to \$6,000.00 to be assessed at a rate of \$35.09 per parcel (there are 171 of them), and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. *Roll Call Vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (Resolution #087-2025).*

Joyce Peters made a **motion** to approve the Ohio Auditor extension agreement with Charles E. Harris and Associates as our IPA from January 1st, 2024 – December 31st, 2025, and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a motion to increase Supplemental Appropriations in the following accounts: General Fund: 1000-110-599 – \$15,000.00 for legal fees; General Fund: 1000-120-599 – \$15,000.00 for the Community House (kitchen renovations); and Road Department Fund: 2031-330-599 – \$15,000.00 for everything else, and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. *Roll Call Vote: Joyce Peters – Yes, Henry Duchscherer – Yes, Lance Portman – Yes. (Resolution #088-2025).*

Joyce Peters made a **motion** to accept the bank reconciliation for January 31st, 2025, and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a **motion** to accept the bank reconciliation for February 28th, 2025, and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a **motion** to accept the bank reconciliation for March 31st, 2025, and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a **motion** to accept a \$50.00 cash donation from the Thiesen family to the fire department and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a motion to list/dispose of the 1980 Jeep by public auction by Gov.deals, and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously. (**Resolution #089-2025**).

Joyce Peters made a **motion** to buy all new aluminum flag poles, American flags, and brackets (for the parade route) not to exceed \$3,500.00, and Henry Duchscherer seconded the motion. All voted yes, and the motion carried unanimously.

Lance Portman motioned to adjourn the meeting at 7:58 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 August 19th, 2025, regular trustee meeting. (See *Motions & Resolutions*).
- Submitted FROI (First Report of Injury) to the Ohio Bureau of Workers' Compensation for FF/Paramedic R. Spencer on August 26th, 2025 (No down-time)
- Tried to register for the latest training (CyberOhio and the Auditor of State's Office will be holding a webinar on "*Understanding Ohio's New Cyber Law for Local Governments*" on Thursday, August 28, from 12:30-1:30 p.m.) however, the class was already full. I will be able to access the recording at a later date.
- Need to pass a resolution to update our Street Lighting resolution, increasing the special assessment total from \$4,800.00 to \$6,000.00 annually. (See *Motions & Resolutions*).
- Set up water bottle delivery with Servisoft for the Road Dept. (same as the Fire Dept. already has). I learned that they've been buying multi-packs of bottled water. This should be more economical and eco-friendly.
- Approve the Ohio Auditor of State Extension Agreement to continue with Charles E. Harris & Associates, Inc. as our IPA (Independent public accountant). Extension period: January 1, 2024 – December 31, 2025. (See *Motions & Resolutions*). *There is a limit to how many consecutive years you can use one public attorney.*

- Supplemental Appropriation needed for the General Fund for legal fees and kitchen renovation – asking for \$25,000.00. *(See Motions & Resolutions)*. Joyce Peters suggested that they put more money in all funds.
- The next meeting of the Geauga County Township Association is Wednesday, October 8th at Schoolyard Studio – Hosted by Burton Township. Let me know if you are able to attend.
Approve Bank Reconciliations for January, February, and March. *(See Motions & Resolutions)*.

Zoning

- No report submitted.

Zoning Discussion – Any discussion was held during each section.

Fire

- Squad has been in and out of the shop for exhaust / filter issues.
- Emergency lighting and warning devices have been ordered for the jeep
- Please sign the contract with Nationwide first responder grants at the meeting
- Accept the \$50 cash donation from the Thiesen Family. *(See Motions & Resolutions)*.
- ~~Executive session for hiring possibly.~~
- Need a resolution to dispose of the 1980 Jeep. *(See Motions & Resolutions)*.

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

Roads

- I began training Codee on the boom mower for the back cutting of the roads.
- We will be taking the flags down this week.

Roads Discussion – Any discussion was held during each section.

Community House/Parks

Community House:

- We have 3 bookings for September.
- We are meeting with the structural engineer and Tim Yoder on September 10th to start planning the renovation of the porch on the Community House.
- We continue to get bids for fixing the leak in the basement.
- The kitchen renovation is nearly finished.
- We have a Blood Drive on October 3rd.

Overlook Park:

- We have 4 bookings for September.

- We still have had no luck finding someone to resurface the tennis and basketball courts.

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

Cemetery

- Nothing to report.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- Troy blending** – Joyce Peters asked fire chief Mike Komandt if he had met with anyone from Troy, and he said that he hadn't. The trustees don't know if the Troy Township trustees have signed anything yet. Joyce Peters would like to get back in touch with Mr. Yoder in regard to questions that came up about billing.
- Technology grant** – The Department of Commerce sent an email to Joyce Peters stating that she didn't send in what she was supposed to be in the running for the grant. Joyce responded to them clarifying everything, and we are still in the running. Geauga ADP came in and took pictures of everything of ours that had to do with the internet.
- Short term rentals** – Joyce Peters has no new information.
- Porch renovations** – Henry Duchscherer is to meet with the structural engineer on September 10th. See "Community House and Parks".
- Recycling trash can** – Joyce Peters asked if it has been replaced and if the offenders are still putting trash in there? The smaller can is meant to put plastic bags in (that were used to transport the recyclables).
- Old School store** – John Spelich isn't here to answer questions. They have a vegetable stand out front now.
- Doty Rd.** – There's no one from Zoning here to ask. Lance Portman said that he sent everything to Zoning. The owner just wants permission to put in his second driveway culvert.

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

New Business

Flags on the parade route – Lance Portman said that it was suggested to him that they take the flags down after July 4th but leave them up at the cemeteries. Joyce Peters said that she would like to keep them up all summer. Lance Portman said that it costs them about \$1,000.00 a year to replace some of the flags. Joyce Peters asked how old the flags are. Lance Portman said that they are about 2-3 years old. Discussion was held. Resident Roger Anderson suggested eliminating all of the wooden flag poles. Mike Komandt said that the aluminum poles bend in bad weather. Lance Portman asked Mike Komandt to get a quote on everything (flag poles, flags and brackets). Joyce Peters said to

go ahead and buy all new everything (flag poles, flags and brackets). (See *Motions & Resolutions*).

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

Public Comment

- None

Adjournment: Lance Portman motioned to adjourn the meeting at 7:58 p.m. Henry Duchscherer seconded, all yes. Meeting adjourned.

Next Regular meeting on September 16th, 2025, starting at 7:00 p.m.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by

