

Parkman Township Trustees

Regular Meeting April 1st, 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, Residents – Mike Craver, John Augustine, and Ann Wishart of the Geauga Maple Leaf, and Russell Spencer of Parkman Township Fire Department.

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 March 18th, 2025, Regular Meeting minutes and Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Joyce Peters made a **motion** to put the second AED in the Road Department garage. Lance Portman seconded the motion. All voted yes, motion carried unanimously.

Lance Portman made a **motion** to accept Tri-Mark's bid for the kitchen renovation in the amount of \$7,012.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

Lance Portman motioned to hire Suit-Kote to do a double chip/seal coat on Short Hosmer Road not to exceed \$67,300.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (**Resolution #057-2025**)

Lance Portman made a motion to hire Suit-Kote to do a maintenance (single) chip/seal coat on Short Shedd Road not to exceed \$20,800.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (**Resolution #058-2025**)

Lance Portman motioned to hire Suit-Kote to do a maintenance (single) chip/seal coat on Nash Road between Newcomb Road and State Route 528 (Madison Road) not to exceed \$27,200.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously (**Resolution #059-2025**)

Lance Portman made a motion to hire Suit-Kote to do a maintenance (single) chip/seal coat on Swine Creek Road from the township line to the county line not to exceed \$18,900.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (**Resolution #060-2025**)

Lance Portman motioned to hire Suit-Kote to do a maintenance (single) chip/seal coat on Payne Road from State Route 88 to the county line not to exceed \$13,800.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

(Resolution #061-2025)

Lance Portman made a motion to hire Suit-Kote to do a maintenance coat on Rutland Road from Parkman-Nelson Road to the county line not to exceed \$12,200.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

(Resolution #062-2025)

Lance Portman motioned to hire Suit-Kote to do a maintenance coat on Patch Road from Newcomb Road to the township line not to exceed \$30,700.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously.

(Resolution #063-2025)

Lance Portman made a motion to hire Suit-Kote to do crack filling on various roads in the township not to exceed \$13,500.00. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #064-2025)

Joyce Peters made a **motion** to exhume Melinda Farley from grave site #1 and to move her remains to grave site #4 of the Burzanko plots. Henry Duchscherer seconded the motion. All voted yes, motion carried unanimously. (Resolution #065-2025)

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 March 18th, 2025, regular trustee meeting.
- Received Job Opportunities #1013 & #1924 from Geauga County Commissioners. Forwarded for posting on social media. Paper versions are posted on the bulletin board.
- Completed annual report for SLFRF (ARPA funds).
- Received quote from Tri-Mark / SS Kemp for the kitchen renovations (west wall) consisting of stainless-steel worktables, commercial sinks & faucets...

Zoning

1. Marvin Hershberger of 15561 Patch Road called the Zoning office and wanted information on how much frontage was needed because the frontage on Patch Road had 178 feet but needed 200 feet. If he split the property and sells off

several acres, it looks like he would need to request a variance. He is to get back to Zoning when he makes up his mind.

2. Chester Miller, part owner of the large building located on Bundysburg Road is still trying to sell it. Mr. Miller called Zoning and said he has someone with a garage door business, and he needs storage. I informed Mr. Miller that the property is zoned residential, and warehousing of the garage doors is considered a commercial business. Mr. Miller requested paperwork for a variance.
3. Received from Planning application #25-022 containing legal descriptions and survey maps for the following parcels held by Elmer & Wayne Byler. #32-074264 (Troy Township) & #25-113510 (Parkman Township). The property is a (large Split) which is part of Troy Township #32-074264 & #25-113510 containing 9.9 acres (Parcel D Split at the Township boundary). The remainder of 24.0059 acres is to stay in Troy Township. All Parkman Township's requirements were met and signed off by the Parkman Township Zoning Inspector and the paperwork was sent back to Planning. The Planning Commission will send the necessary paperwork to Troy Township for their approval.
4. Zoning received a complaint that the front yard of 18168 Madison Road was being junked up and a lot of trash needs to be cleaned up. A non-compliant letter was sent to the owner Robin Gotham of County Line Road in Newark, Ohio and a letter was sent to the renter at Madison Road. Zoning called Mr. Gotham, and he indicated that he would talk to his son-in-law about the junked-up front yard. A second letter was sent to Matthew Wilson of 17972 Madison Road. He continues to have the 4 x 8 Trump sign in the state right-of-way. (moved to the front of his house)
5. Zoning received an email from Permit Flow out of Brookfield, Illinois. They had questions on solar panels. Scott & Ashley Caruthers of 17220 Amblaire Road are looking into solar panels for their home. Zoning sent a letter to the Caruthers' explaining that only one panel per parcel is permitted, however they could request a variance if they wanted to. All paperwork was sent to the property owner. The company said they would like to mount up to 45 panels on the roof of the Amblaire Road home. The company (Permit Flow) are to meet with the homeowners and complete the paperwork on the "Request for a Variance".
6. Daryl Smith of 16731 Main Market Road completed paperwork on a planned 26 x 40 accessory building. A site plan and all necessary paperwork was in order and a permit was issued.

Zoning Discussion – Any discussion was held during each section.

Fire

- Fiber installation into the station is complete. Awaiting the next steps. No update. *Mike Komandt was told that they aren't vacating the copper lines. This won't affect the alarm systems.*
- The mechanic was out Friday to replace a heater valve in the cab of one of the trucks that began leaking.
- Squad will be scheduled in for regular service and suspension repairs in the coming weeks in coordination with being able to utilize a loaner. We received parts yesterday for permanent repair.
- Most of the state grant items were ordered and requisition turned in.
- All facility alarm systems passed annual inspection and tests.
- Awaiting updates on the station radio that runs the station alerting system. *Mike Komandt said that they might have to buy a new radio.*
- Jeep lightbar is out of service. Most likely we will need to purchase a new bar this week.

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

Roads

- We worked on cold patching holes on the roads. Most of the major holes were filled while we do still have some left. The estimated open date for the asphalt plants is within the next 2 weeks and I would like to try and finish filling holes with asphalt instead of cold patch due to the large price difference.
- We cut the berm on Reeves Road from Bundysburg Road to the Trumbull County line. We are going to try and get some more berms cut then move onto ditching.
- Owen Road hill will be closed April 2nd while the trees are taken down. I will notify the FD and Sheriff's Office when this happens. We are hoping it will just be half of the day.
- As the weather allows/when it is nice, we will be working in the cemetery fixing plow damage and burials from this winter.
- The west side of the garage was spray-painted (graffiti) sometime between Monday evening 3/24 into Tuesday morning 3/25. A report was filed with the Sheriff's Office as requested and the report number is with the road garage if

needed. *Discussion was held on putting cameras up and where they will be placed.*

Roads Discussion – Any discussion was held during each section.

Community House / Parks

Community House:

- We have 4 bookings for April and 3 for May. Our annual Easter Egg Hunt is April 19th @ 11:00 a.m. We have a Blood Drive on May 28th.
- *Election Day in May will also be held.*
- They are going to put the concrete pad in for the recycling dumpsters in April.

Overlook Park:

- Port-a-potties are being delivered March 31st. We're adding a 3rd one on the west side of the park.
- We are getting quotes from Jeff Zeigler for resurfacing the tennis and basketball courts and installing Pickle Ball courts. *Zeigler can't do the courts. They are referring us to GAR Paving. Lance Portman said that we should get a quote from them. Discussion was held on whether they should continue having water put into the courts in the winter for an ice-skating rink to be made when it freezes.*

Community House/Parks Discussions – Henry Duchscherer said that the ball fields will be harley-raked every week to try to control weed growth instead of using chemicals.

Cemetery

- Plow damage was cleaned up on the driveways.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- **AEDs** – Joyce Peters said that Dan Ellenberger was at a meeting here recently and texted Joyce to tell her that he'll get the AED's. Mike Komandt asked where the second one will be placed. Discussion was held. See *Motions and Resolutions*.
- **CPF Road grant** – Joyce Peters said that there's no way to get it done as there's just not enough time. She's hoping to get it next year.
- **Phones published** – Joyce Peters spoke with Cory Anderson about changing the Zoning email. Cory said that it's the email for the Zoning Commission. Joyce Peters sent an email to Jan Helt, who has her own email. Joyce asked Henry Duchscherer to verify with Jan what emails are used.

Mark Strumbly said that the community members will contact John Spelich, and he'll give them his private email. The community members won't contact the commission. *Phones*: Do they want the township phone numbers published on the internet? Lance Portman thinks that they should.

- **Gazebo Roof** – Joyce Peters spoke with MK Roofing and was told that the manufacturer will be ready to ship the roofing material on May 10th, then installed shortly after. Joyce asked about the flashing repair on the Community House and was told by the representative she spoke with that he couldn't find any record of it mentioned. Joyce told him that it needs to be fixed.
- **Kitchen planning/bid** – The bid from Tri-Mark came in lower than anticipated (\$7,012.00). Joyce Peters went over everything that would be done in the kitchen that was mentioned in the bid. Lynn Schiffbauer is blocking off the month of August for the Community House so that the renovation can be done. Joyce Peters said that the flooring also needs to be scheduled. Joyce would also like Steve Bosak to be hired by the township to be the plumber (he did the plumbing in the kitchen previously). Joyce will send him a copy of the approved bid tonight so that he can write up a quote for the plumbing. See *Motions and Resolutions*.
- **Road planning 2025** – Lance Portman called a few different contractors, and Suit-Kote was the only one that came out and bid on all of the roads individually. They are the same company that did Rutland and Payne Roads last year (they need maintenance coats this year). The total for all the roads with chip and seal and maintenance coats is \$204,206.17. The Nash Road repairs aren't included in this quote. Lance wants to make sure that all the maintenance coats are done so that there aren't any issues with the roads like what happened to Nash Road. (it didn't get a maintenance coat the year after the chip-seal was done by Ronyak in 2023) Russell Spencer asked if this would push any plans back. Lance Portman said that it won't. Lance said that he will get quotes for repairs to Nash Road. See *Motions and Resolutions*.
- **North Garage clean up** – Lance Portman would like to move forward with the company Disaster Recovery Services. They quoted him \$3,444.58 for clean-up and to replace some of the damage. Mike Komandt also added that the fire alarm system doesn't need wi-fi to be installed/to work. He received an email and needs someone to sign the contract. He will forward the email to the trustees.

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

New Business

- Overlook grave relocation – There was a person who purchased four plots in 1984 that was meant for the husband and wife to be buried next to one another and the mother-in-law to be buried in plot #4. A mistake was made, and the mother-in-law is in plot #1. A family member has requested that the mother-in-law be moved to plot #4 so that their father can be buried in plot #1 next to his wife. *See Motions and Resolutions.*
- Memorial Day honorees – Joyce Peters researched several honorees and settled on two. She settled on Joseph Gordon Wells and Richard Thorn. She needs to get more information from the families.
- Geauga Public Health report – Henry Duchscherer went to the meeting but has nothing to report.
- Legislative: nothing new – Joyce Peters said that they are still working on short term rentals. All bills are under discussion.

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

Public Comment

- None

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

Next meeting on April 15th, 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 