

**Regular Meeting of the Gauga County
Veterans Service Commission**

October 9, 2025, 3:00 p.m. in conference room B268

PRESENT: John Riha, Service Commissioner – President
Doug Lundblad, Service Commissioner - Vice President
Kyle Petersen, Service Commissioner – Secretary - ABSENT
Charles “Skip” Boehnlein, Service Commissioner – Member
William Smith, Service Commissioner - Member - ABSENT
Michele Pemberton, Director/CVSO
Randy McVicker, Assistant Director/CVSO - ABSENT
Stacie Malone, CVSO, Admin
Janice Brockway, Admin

CALL TO ORDER: President of the board, John Riha, opened the meeting at 3:00 p.m.

PLEDGE OF ALLEGIANCE: President of the board, John Riha

APPROVE MINUTES:

Motion: by Commissioner Riha to waive the reading of the September 2nd minutes and approve, seconded by Commissioner Lundblad.

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	Absent
Commissioner Smith	Absent

Motion Carried

CORRESPONDENCE:

Oct. 6th, Senior Health & Wellness Fair – Stacie
Oct. 11th Newbury American Legion #663 Pig Roast
Oct. 12th Gauga Jeep Invasion
Nov. 6th Senior Veterans Day Luncheon
Nov. 7th UH Gauga Veterans Day – Presentation, Dir. Pemberton
Nov. 11th Veterans Day-Possible Memorial Dedication
Nov. 21-23rd OSACVSC Training for Petersen
Nov. 27-28th CLOSED Thanksgiving
Dec. 24-25th CLOSED Christmas
Dec. 31st-Jan. 1st CLOSED New Years

NEW BUSINESS

Sharon Ulsenheimer appeared before the board to discuss the pavers, and she will purchase two new pavers inscribed with her veteran children's names.

Susan Mullett appeared before the board to discuss the purchase of a paver for Robert Scheidel, Jr. Due to the policy, he wasn't eligible.

A motion was made by Commissioner Lundblad to approve the paver policy for the purchase of pavers. Commissioner Boehnlein second

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	Absent
Commissioner Smith	Absent

Motion Carried

Presented Bills for payment:

Dex Imaging	\$81.61	Copier
Sunrise Springs	\$11.00	Water for Office
Geauga Credit Union	\$540.52	Gas Transports & OSACVSO
Geauga County Dept. on Aging	\$3,000.00	Sponsor Meals for Luncheon
Stacie Malone	\$229.60	Mileage – Fall Conf.
KT's Custom Logos (Approving the Encumbrance and Voucher for KT's Custom Logos)	\$6,000.00	WWI Memorial Plaque w/Eagle
Michele Pemberton	\$21.61	Purchased Supplies for Pavers
Hambden Township	\$100.00	Memorial Day Reimbursement
Tyler Technologies	\$1,565.15	Renewal Vetra Spec License (4)
Illuminating Co.	\$346.62	Relief – Electric Bill for Hart
Enbridge Gas Ohio	\$135.73	Relief – Gas Bill for Hart

A motion was made by Commissioner Boehnlein to pay the bills and seconded by Commissioner Lundblad. All in favor AYE,

Commissioner Riha	AYE
Commissioner Boehnlein	AYE
Commissioner Lundblad	AYE
Commissioner Petersen	Absent
Commissioner Smith	Absent

Motion Carried

OLD BUSINESS: Update on Veterans memorial up on the square. Sean, Owner of S.A.M. Landscaping has been going back and forth about permits to start the project. Property is county owned; however, the City

Community Development Administrator Steven Yaney is requesting permits to start the project.

UNFINISHED BUSINESS: N/A

EXECUTIVE SESSION: NONE

FINANCIAL ASSISTANCE APPLICANT: NONE

ADJOURN MEETING:

Motion: by Commissioner Riha, seconded by Commissioner Boehnlein to adjourn at 1534 pm.

All in favor - **Motion Carried**

Next meeting is November 4, 2025, 12611 Ravenwood Dr, conference room B200, Chardon, OH 44024 @ 3:00 pm.

John Riha, President

Kyle Petersen, Secretary