

Parkman Township Trustees

Regular Meeting November 18th, 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 Duscherer, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Interim Zoning Inspector – Mark Strumbly, Community House Coordinator – Lynn Schiffbauer, and residents – Jerry Jacobs, Brandon Reed, John Augustine, Roger Anderson, Russell Spencer of the Parkman Township Fire Department, and Ann Wishart from the *Maple Leaf*.

The Pledge of Allegiance was recited, and an agenda was made available.

Meeting's Motions and Resolutions:

Joyce Peters made a **motion** to approve the November 6th, 2025, regular meeting minutes and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously.

Lance Portman made a motion to approve the Bank Reconciliation for October of 2025, and Joyce Peters seconded the motion. All voted yes, and the motion carried unanimously. (**Resolution #104-2025**)

Joyce Peters made a motion to adopt a resolution to request a supplemental appropriation of \$30,000.00 as outlined by the Fiscal Officer on Resolution # 99-2025, and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. (**Resolution #105-2025**)

Lance Portman motioned to adjourn the meeting at 8:03 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 November 6th, 2025, regular trustee meeting. (See *Motions & Resolutions*).
- Approve Bank Reconciliation for October 2025. (See *Motions & Resolutions*).
- Review renewal of medical insurance coverage (18% increase!) for 2026.
- Review renewal of OTARMA coverage for 2026.
- “Attended” OTA Webinar on Transparency and Public Trust in Financial Management
- Hess Pest Control is, once again, offering a 5% discount for pre-payment of 2026 services (Fire Station, Community House, and Road Garage) Accept?

- Resolution #99-2025 (from last meeting) needs revision. I accidentally didn't include the fund account numbers. (See *Motions & Resolutions*).

Zoning

- 11/5 – received a request from Planning Commission on verification of assigned address for a parcel on Madison Road. Request was answered to commission on 11/7.
- 11/11 – request from Planning on verification on an address and driveway permit for a parcel on Rutland Road. I answered the request verifying the address and driveway off Rutland Road.
- 11/13 – signed off on a lot split recently heard by Appeal with BZA for resident on Patch Road. (Split did not meet road frontage for Resolution). BZA approved road frontage submitted on Zoning Cert.
- 11/14 – signed off on a lot split requested by SugarHill Limited on Agler Road. Lot split met requirements of Parkman resolution.
- 11/14 – request made from Planning Commission for minutes on a BZA meeting for denial for a parcel containing a commercial building on a residence lot. BZA minutes located at the Zoning office were mailed to planning commission.
- 11/17 – mailed both planning commission drawings for SugarHill limited and Patch Road signed and dated.
- 11/18 – no other Zoning Permits issued during this period.

Zoning Discussion – Mark Strumbly said that he received a call from a party interested in buying a property on Bundysburg Road. They wanted to know who owned the property next door to the property for sale. Mark told them and explained that he doubted that they would sell the property.

Fire

- Annual ladder testing will be completed in the coming weeks.
- Few more consumable items to be ordered via Amazon later this week. This should get us through the first quarter of the year.
- Will be doing some additional work to the Jeep this winter (spotlights, undercoating, additional preventative maintenance).

Fire Department Discussion – Russell Spencer said that the air packs were serviced last week.

Lance Portman asked if room could be made in the fire department's room in the basement of the community house for the Jeep top to be stored.

Joyce Peters asked Russell Spencer who was in charge of the fire department Association. Russell Spencer said that there wasn't really an Association anymore and that it's separate from the fire department. Joyce Peters said that the trustees had received a public record request asking for information about the fire Association including information about bank records. Russell Spencer said that Joyce Peters would have to ask Mike Komandt about it.

On a different subject, Joyce Peters said that she received an update on staffing percentages at the fire department for the last few months. For August it was at 49%, in September it was at 50% and in October it was at 49%.

Roads

- We were able to get some ditching done on Hosmer Road. We have both sides completed from Old State Road to Farley Road and are currently working south of Farley Rd. towards State Route 88.
- We have been able to get the grader and maintainer out on the roads twice now and hope the weather cooperates and helps keep them decent.
- Our first snowstorm came and we survived. All trucks and equipment held up. I had to stay over the Friday before due to spreader and wiring issues with the Freightliner and was able to get them repaired and ready for the snow.

Roads Discussion – Any discussion was held during each section.

Community House/Parks

Community House:

- We have 3 bookings for the rest of November and 6 bookings for December including breakfast with Santa on December 6th and a Red Cross Blood Drive on December 10th.
- KICC Services started fixing the leak in the basement.
- We received an assessment from Envelope Consulting on refurbishing the front porch. Liberty Welding gave us a quote for metal fire escapes.

Overlook Park:

- D&K Masonry finished the fireplace, and it looks great.
- Porta Potties were picked up.
- Eric put the bases and nets away for the season.

Community House/Parks Discussions – Lynn Schiffbauer said that Smylies and ABC will be here on Friday.

Cemetery

- None

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A. Basement leak update – Joyce Peters asked if they were almost done with the repairs. Lance Portman said that they are. He explained everything that has been done and what still needs to be done. Lance Portman said that the footer drain by the elevator shaft still needs to be jetted out. Lance will call Tim Frank Septic to have that done.
- B. Porch renovation update – Joyce Peters met with Jim Duber (who is the engineer that the county calls) and someone else from the construction company that will prepare a bid. She said that the news wasn't all that bad. They found that the stability of the building is good and that the doors from the ballroom to the balcony aren't considered emergency exits from the 2nd floor ballroom because they're not marked as such. (There are two other labeled exits in the ballroom on the east and west ends of the space.) We can use the upstairs for rentals. Per Jim Duber, we just have to make sure that whoever is renting the upstairs knows that the outside stairs aren't exits. The porch itself is safe, but the headers need to be repaired. The outside stairs need to be ADA compliant. The construction won't begin until after the pancake breakfasts in March.
- C. ADP update – Joyce Peters has two meetings with them in the coming weeks. One is for email, and the other is for the webpage.
- D. 422 Safety update – Nothing new except that Mr. Yutzy asked Joyce Peters to call him. Joyce Peters thinks the trustees should call ODOT because there's no 45mph speed limit sign going westbound on state route 422 or no "slow moving vehicle" signs. It might also be a good idea to see if they could get blind or "hidden drive" signs for the Dollar General driveway for the eastbound traffic.
- E. Credit card update – Henry Duchscherer just signed what Denise Villers needed. Denise just needs to fax it over.
- F. OTARMA Property/Liability Insurance Renewal – Joyce Peters has the paper filled out. The inventory needs to be checked. She just needs the expenditures. She's also waiting for a report from Mike Komandt on whether anyone at the fire department received a CDL or has had any drug or alcohol tests done. Lance Portman said that he doesn't have any from the Road Department. *Completed and mailed to our insurance agent on Wednesday, November 26th.*

- G. Health Insurance renewal – They received a renewal with an 18% increase. Joyce Peters has been speaking with Debbie who is our insurance person. The increase is based on their history of use and because of that, they can't really negotiate. Debbie is going to look at other insurance companies. Joyce Peters handed out copies to the other trustees of information that she received from what other townships in the county are doing when it comes to employees paying into insurance. The average amount that employees in the county pay into their own insurance is 13% and Parkman Township is currently at 7%. Joyce Peters said that they should consider raising the amount that the employees contribute since we are the lowest. However, if they make certain changes, we won't be able to be grandfathered into ACA. Joyce Peters went through the differences of what the other townships that responded to her on pay and what the employees pay into insurance. Decision was tabled until next meeting.

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

New Business

- A. Inventory – Joyce Peters wants to make sure that everyone has sent her all of the added and removed items.
- B. Evaluations – Need to be done in December.
- C. Raises – These are built into the budget. Should they be done now? It was decided that they can be done on the first December meeting.

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

Public Comment

- None

Adjournment: Lance Portman motioned to adjourn the meeting at 8:03 p.m. Joyce Peters seconded, all voted yes. Meeting adjourned.

Next Regular meeting on December 2nd, 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

