

# Parkman Township Trustees

## Regular Meeting December 2<sup>nd</sup>, 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, and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Interim Zoning Inspector – Mark Strumbly, Fire Chief – Mike Komandt, Community House Coordinator – Lynn Schiffbauer, and residents – Jerry Jacobs, Brandon Reed, John Augustine, Mike Craver, Geauga County Commissioner candidate Steven Oluic, 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 18<sup>th</sup>, 2025, regular meeting minutes and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously.

Joyce Peters made a motion to approve the Temporary Appropriations for 2026 in the following funds and amounts:

- 1000 General Fund	\$120,000.00
- 2011 MLV Tax	\$ 10,000.00
- 2021 Gas Tax	\$ 55,000.00
- 2031 Road & Bridge	\$100,000.00
- 2041 Cemetery	\$ 3,500.00
- 2191 Fire	\$100,000.00
- 2231 Permissive Tax	\$ 2,000.00
- 2281 EMS / Fire	\$ 1,500.00
- 2401 Lighting Assessment	<u>\$ 1,500.00</u>

Total: \$393,500.00

Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. **Roll Call:** Joyce Peters – Yes, Lance Portman – Yes.

**(Resolution #106-2025)**

Joyce Peters made a motion to increase the wages of our firefighters as follows: FF/EMT-Basic to \$17.00/hr. FF/EMT-Advanced to \$18.00/hr. FF/EMT-Paramedic to \$19.00/hr to be effective the first pay period of January 2026; and Lance Portman seconded the motion. Both voted yes, and the motion carried unanimously. **Roll Call:** Joyce Peters – Yes, Lance Portman – Yes.

**(Resolution #107-2025)**

Lance Portman moved for an open PO to purchase 400 tons of #57 slag not to exceed \$17,000.00 from Arm’s Trucking, and Joyce Peters seconded the motion. Both voted yes, and the motion carried unanimously. **(Resolution #108-2025)**

Lance Portman made a motion to purchase 200 tons of #57 limestone not to exceed \$7,000.00 from Arm’s Trucking, and Joyce Peters seconded the motion. Both voted yes, and the motion carried unanimously. **(Resolution #109-2025)**

Lance Portman moved to purchase 200 tons of asphalt grindings not to exceed \$6,000.00 from Jeff Zeigler Trucking, and Joyce Peters seconded the motion. Both voted yes, and the motion carried unanimously. **(Resolution #110-2025)**

Joyce Peters made a motion to adjourn to Executive Session at 7:46pm. *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.* Lance Portman seconded the motion. **Roll Call:** Joyce Peters – Yes, Lance Portman – Yes. **(Resolution #111-2025).** They came back into regular session at 8:15pm.

Lance Portman **motioned** to adjourn the meeting at 8:23 p.m., and Joyce Peters seconded the motion. Both voted yes, and the motion carried unanimously.

## Departmental Reports

### Fiscal Officer

- Approve the minutes for the November 18<sup>th</sup>, 2025, regular trustee meeting. (See *Motions & Resolutions*).
- “Attended” December BWC Employer Update Webinar earlier today.
- Review renewal of medical insurance coverage (18% increase!) for 2026.
- Review renewal of OTARMA coverage for 2026.
- Temporary phone outage Friday, Nov. 28<sup>th</sup> (548-2904) – Called Windstream & got it back later in the day.
- The next meeting of the Geauga County Township Association is Wednesday, January 14, 2026, in Newbury Township. Let me know who is able to attend.
- Temporary Appropriations for 2026:

1000 General Fund	\$120,000.00
2011 MLV Tax	\$ 10,000.00
2021 Gas Tax	\$ 55,000.00
2031 Road & Bridge	\$100,000.00
2041 Cemetery	\$ 3,500.00
2191 Fire	\$100,000.00
2231 Permissive Tax	\$ 2,000.00

2281 EMS / Fire                   \$ 1,500.00  
2401 Lighting Assessment \$ 1,500.00

Total: \$393,500.00

Resolution needed. (See Motions & Resolutions). Joyce Peters explained that this is enough to get the township through the first few months of the year. After the first few months, the trustees will approve permanent appropriations which will be higher amounts.

### Zoning

- 11/23 Received 2 sets of drawings from Planning Commission. 1<sup>st</sup> drawing containing lot splits and consolidation for property occurring since May 20 off Main Market Road. Reviewed drawing, signed off on drawing and returned to planning on Dec 1<sup>st</sup>.
- 2<sup>nd</sup> drawing containing lot splits for property that sold through auction on Nash Road. Call was made to surveyor to verify on amount of lot splits. I was referred to call the Planning Commission.
- 11/26 performed routine inspection of property located at Center Street. I found a maintenance crew doing brush and grass cleanup. Crews there told me that they were instructed by the financial institution which has taken the property.
- 12/1 Planning referred me to look at variance #2025-19676.

**Zoning Discussion** – Any discussion was held during each section.

### Fire

- Nothing to report.

### Roads

- We have been able to continue with getting some ditching as well as berm cutting done on Hosmer before the snow.
- We had a very busy Thanksgiving weekend plowing and salting.
- We have been working on trying to maintain and service equipment on the rainy and snowy days when we are in the shop. We did have a few spreader issues and will be working on repairing those this week. I am having a severe power issue with the F-550 and will be looking into this as well to get it fixed.

- We hope everyone had a safe and enjoyable Thanksgiving.

**Roads Discussion** – Lance Portman ordered stone and asphalt grindings. (See *Motions & Resolutions*).

### **Community House/Parks**

#### Community House:

- A. We have 6 bookings for December. Breakfast with Santa is December 6<sup>th</sup> and we have a Blood Drive on December 11<sup>th</sup>.

#### Overlook Park:

- Looks great.

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

### **Cemetery**

- B. Nothing to report.

**Cemetery Discussion** – Any discussion was held during each section.

### **Old Business**

- A. 422 Safety/ODOT – Lance Portman wasn't able to contact anyone. Joyce Peters said that the trustees are going to request more signage from ODOT to be placed on State Route 422. They want a "blind driveway" sign or similar for the Dollar General driveway as well as "slow moving vehicle" signs placed in all directions.
- B. Basement leak – Lance Portman said that it is no longer leaking. He looked at it tonight. Joyce Peters said that it's "beautiful." The retaining wall looks professional.
- C. Front porch/balcony/stairs – Nothing to report.
- D. OTARMA liability Insurance – Denise Villers submitted what was needed. Now we are just waiting for the paperwork to return.
- E. OTARMA health Insurance – The employees have submitted to the clearing house to see if anyone can bid less than the 18.5% increase (received from Medical Mutual). Joyce Peters sent out a survey to other townships in the county. She's trying to compare like townships. The budgets from township to township range from \$1.6 million to \$26.8 million. Auburn Township's premium varies between 7-41%. Joyce Peters went through all of the percentages. Our policy expires on January 1<sup>st</sup>, 2026. A decision needs to be made before the 1<sup>st</sup>. Joyce Peters also surveyed what employees paid toward their insurance. The average was 13%. Joyce Peters is proposing that we increase the employee contribution to 10% since Parkman Township is the lowest in the county at 7%. Joyce is also

comparing plans for a single person, not for families. She thinks that comparatively, we have a decent policy. Joyce Peters did a spreadsheet of the wages now and with the raises based on a 40-hour work week. On the spreadsheet, she also factored in the 10% increase in contribution. The employees would still have some of their raises left. Denise Villers said that they should probably wait and see if any bids come from any other insurance companies. It was decided to wait until the next meeting to decide on what the trustees were going to do.

- F. Technology project/ADP mtgs – Joyce Peters attended two meetings at the county. The first one was a networking meeting. She said that we will have shared servers. Joyce Peters said that she made a judgement call to not include the Road Garage. ADP will fix whatever needs to be fixed there. Dan (the person who will be doing the work) said that he didn't understand why the fire department has two phone lines. Joyce Peters said that the second meeting was regarding the website. It is ready to launch when the trustees give the go ahead. Joyce Peters said our website will pretty much be the same as what everyone in the county has with a few changes. We can add our own pictures. Joyce Peters said that she asked Cory Anderson if he would still like to be our webmaster and that he was "thrilled" to do it. Cory Anderson will need to be trained. The website needs to be launched by January 1<sup>st</sup> or we won't have one. Cory Anderson would like to put out a little newsletter about the website and the trustees agreed.
- G. Road department raises – Joyce Peters said that if they want to raise the percentage, they are on the bottom at 3%. Do they want to consider an additional small percentage? Lance Portman said that we don't want to lose the employees that we have. Joyce Peters said that on the back of the spreadsheet that she handed out earlier, there's a column for if they decided to go with an additional percentage or other bonuses. Discussion was held and a decision was tabled until the next meeting.

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

### **New Business**

- A. Historical donation – Joyce Peters said that she received an email through the new website (she is bewildered at how the website was found when the website hasn't been launched yet). A man named Dale Reed has historical items that he would like to donate to the Parkman Historical Society. Joyce Peters listed the items. Lance Portman said that it would be great if we had a separate building for the historical society. Joyce Peters said that, unfortunately, we don't have the people to staff the building if we had it.
- B. Fire department wage discussion – Joyce Peters said that it's been three years since the last raise. Mike Komandt said that they would like a \$2/hr raise plus incentive pay effective January 1<sup>st</sup>. Joyce Peters asked Mike Komandt if it would keep people. She also said that Troy Township Fire Department's fire chief is

looking for large raises. Mike Komandt said that he wants to match Auburn Fire Department's wages. (See *Motions & Resolutions*).

C. Swearing in Dec 16<sup>th</sup> at 6:30 – Joyce Peters received a call from Commissioner Dvorak to swear in Joyce Peters and Brandon Reed as trustees. Joyce said that new trustees can't be sworn in during a trustee meeting so the swearing in will be at 6:30pm before the next regular trustee meeting.

D. Executive Session – (See *Motions & Resolutions*).

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

### **Public Comment**

- Steve Oluic, who is a candidate in the primary election this spring for Geauga County Commissioner, came to the meeting to introduce himself. He said that he is retired from the Army and was the dean of Arts and Sciences at Lakeland Community College. He also recently worked for the Geauga County water department. He is currently a resident of Hamden Township. He is running for commissioner because "something different needs to be done." He likes to attend trustee meetings because he hears the "real" problems going on in the county. He said that he's not a politician. He is also the chair of the Mental Health Board for the county.

**Adjournment:** Lance Portman motioned to adjourn the meeting at 8:23 p.m. Joyce Peters seconded, both voted yes. Meeting adjourned.

Next Regular meeting on December 16<sup>th</sup>, 2025, starting at 7:00 p.m.  
(Swearing-in at 6:30 p.m.)

Meeting Minutes prepared Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by \_\_\_\_\_

