

The Organizational meeting of the Parkman Township Trustees was called to order by Joyce Peters at 6:32 p.m. The Pledge of Allegiance was recited.

In attendance were trustees Joyce Peters, Lance Portman, and Brandon Reed, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz and resident Mike Craver.

A motion was made by Brandon Reed and seconded by Lance Portman to appoint Joyce Peters as Chairman Pro Tem

Vote: All Yes Resolution # 01-2026

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A motion was made by Lance Portman and seconded by Brandon Reed to appoint Joyce Peters as Chairman of the Parkman Township Board of Trustees.

Vote: All Yes Resolution # 02-2026

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A motion was made by Joyce Peters and seconded by Brandon Reed to appoint Lance Portman as Vice-Chairman of the Parkman Township Board of Trustees.

Vote: All Yes Resolution # 03-2026

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A motion was made by Lance Portman and seconded by Joyce Peters to follow the guidelines for public meetings per ORC121.22 as amended and enacted on Resolution #187, dated December 17, 1985.

Vote: All Yes Resolution # 04-2026

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A motion was made by Brandon Reed and seconded by Lance Portman to appoint Joyce Peters as representative to the Health District Advisory Committee with Brandon Reed as alternate.

Vote: All Yes Resolution # 05-2026

A motion was made by Joyce Peters and seconded by Brandon Reed to appoint Lance Portman As the Designated Employer Representative to the Geauga County Drug and Alcohol Consortium Committee.

Vote: All Yes

Resolution # 06-2026

Creation of Liaisons for Departments – The following assignments were made by a motion from Joyce Peters and seconded by Lance Portman

	<i>Primary</i>	<i>Secondary</i>
Community House & Parks	<u>Brandon Reed</u>	<u>Joyce Peters</u>
Fire Department	<u>Joyce Peters</u>	<u>Brandon Reed</u>
Zoning	<u>Brandon Reed</u>	<u>Lance Portman</u>
Road Department	<u>Lance Portman</u>	<u>Brandon Reed</u>
Cemetery	<u>Lance Portman</u>	<u>Brandon Reed</u>
Budget	<u>Joyce Peters</u>	<u>Lance Portman</u>
Technology	<u>Joyce Peters</u>	<u>Brandon Reed</u>

Vote: All Yes

Resolution # 07-2026

A motion was made by Lance Portman and seconded by Joyce Peters to re-enact the brine resolution of May 15, 1985, for brine application on Parkman Township roads.

Vote: All Yes

Resolution # 08-2026

A motion was made by Brandon Reed and seconded by Lance Portman to approve the signing and payment of the bills and wages for the year 2026

Vote: All Yes

Resolution # 09-2026

A motion was made by Joyce Peters and seconded by Brandon Reed to set the holiday schedule as follows:

New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth (flexible), Independence Day, Labor Day, Columbus Day, Thanksgiving Day, date after Thanksgiving, Christmas Day. (total = 11)

Vote: All Yes Resolution # 10-2026

A motion was made by Lance Portman and seconded by Joyce Peters to reimburse out-of-township business road mileage based at the IRS rate for business miles @ \$0.725 per mile.

Vote: All Yes Resolution # 11-2026

A motion was made by Brandon Reed and seconded by Lance Portman to pay the Parkman Township Board of Trustees and Fiscal Officer by the method of salary in 2026.

Vote: All Yes Resolution # 12-2026

Employee Hospitalization:

A motion was made by Joyce Peters and seconded by Brandon Reed that Parkman Township provide hospitalization insurance (along with vision, dental, and life insurance coverage) for full-time road department employees; and that there will be a payroll deduction of 7 % of the premium coinsurance for each full-time road department employee for said insurance. The premium coinsurance applies to any trustee or fiscal officer who elects to receive the same health insurance coverage.

Vote: All Yes Resolution # 13-2026

A motion was made by Lance Portman and seconded by Joyce Peters that Parkman Cemetery Rules and Regulations remain unchanged.

Vote: All Yes Resolution # 14-2026

A motion was made by Brandon Reed and seconded by Lance Portman to appoint Patricia Humr as the Cemetery sexton with a salary of \$300.00 per month with a bonus \$150.00 per burial beyond 12 for the year.

Vote: All Yes Resolution # 15 - 2026

A motion was made by Joyce Peters and seconded by Brandon Reed to pay Charles Ehrhardt \$250.00 annually as the Bundysburg Cemetery caretaker.

Vote: All Yes

Resolution # 16-2026

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A motion was made by Lance Portman and seconded by Brandon Reed to appoint Lynn Schiffbauer as the Community House Coordinator with a salary of \$1,200.00 per month.

Vote: All Yes

Resolution # 17-2026

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A motion was made by Brandon Reed and seconded by Joyce Peters to appoint Stacey Urbanowicz as the Township Administrative Assistant with a salary of \$300.00 per month

Vote: All Yes

Resolution # 18-2026

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A motion was made by Joyce Peters and seconded by Lance Portman to pay the Parkman Township Fire Chief, Mike Komandt, an annual salary of \$10,000.00 in 2026, to be paid equally on a quarterly basis.

Vote: All Yes

Resolution # 19-2026

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A motion was made by Lance Portman and seconded by Joyce Peters to pay the Parkman Township Assistant Fire Chief, Russell Spencer, an annual salary of \$6,000.00 in 2026, to be paid equally on a quarterly basis.

Vote: All Yes

Resolution # 20-2026

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A motion was made by Brandon Reed and seconded by Joyce Peters to pay the Parkman Township EMS Officer, Tanner Baker, an annual salary of \$1,000.00 in 2026 (payable after November 30th).

Vote: All Yes

Resolution # 21-2026

A motion was made by Joyce Peters and seconded by Brandon Reed to pay the Parkman Township Volunteer Firefighters a stipend of \$40.00 per call for responding to a fire/EMS call.

Vote: All Yes

Resolution # 22-2026

A motion was made by Lance Portman and seconded by Brandon Reed that Zoning fees remain unchanged.

Vote: All Yes

Resolution # 23 -2026

A motion was made by Brandon Reed and seconded by Lance Portman to appoint Mark Strumbly as Parkman Township Zoning Inspector and to pay the zoning inspector a monthly salary of \$720.00 with a mileage stipend of \$75.00 per month.

Vote: All Yes

Resolution # 24 -2026

A motion was made by Joyce Peters and seconded by Lance Portman to appoint Janis Helt as Parkman Township Zoning Secretary with a salary of \$680.00 per month.

Vote: All Yes

Resolution # 25 -2026

A motion was made by Lance Portman and seconded by Joyce Peters that the Zoning Commission and Zoning Board of Appeals stipend will be paid at the rate of \$30.00 per meeting attended. (not to exceed \$360.00 per person per year)

Vote: All Yes

Resolution # 26-2026

A motion was made by Brandon Reed and seconded by Joyce Peters to re-appoint Donna Newsome and Joe Keough to the Board of Zoning Appeals for the five-year term ending January 1, 2031.

Vote: All Yes

Resolution # 27 -2026

A motion was made by Brandon Reed and seconded by Joyce Peters to re-appoint Al Weaver to the Zoning Commission for the five-year term ending January 1, 2031.

Vote: All Yes

Resolution # 28 -2026

A motion was made by Joyce Peters and seconded by Brandon Reed to re-appoint Mike Craver to the position of part-time maintenance person of the township at a rate of \$16.00/hour.

Vote: All Yes

Resolution# 29 -2026

A motion to adjourn the Organizational Meeting was made by Lance Portman and seconded by Brandon Reed. Meeting was adjourned at 6:55pm. Regular Trustee meeting to follow at 7:00pm.

Meeting Minutes prepared by Stacey Urbanowicz, Administrative Assistant

Meeting Minutes submitted by Denise Villers, Fiscal Officer.

Meeting Minutes Approved by


