

Parkman Township Trustees

Regular Meeting January 6th, 2026

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, Brandon Reed and Lance Portman, Fiscal Officer – Denise Villers, Administrative Assistant – Stacey Urbanowicz, Zoning Inspector – Mark Strumbly, Community House Coordinator – Lynn Schiffbauer, and residents – Jerry Jacobs, John Augustine, Mike Craver; Sheila Salem of the Geauga County Prosecutor’s Office; Colleen Deepaler and Todd Petersen of Petersen & Petersen.

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 December 16th, 2025, regular meeting minutes and Lance Portman seconded the motion with Brandon Reed abstaining. Both voted yes, and the motion passed.

Joyce Peters made a motion to approve the November 2025 Bank Reconciliation and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously. **(Resolution #30-2026)**

Joyce Peters made a motion to approve a Blanket PO for fire department apparatus maintenance and repairs in the amount of \$25,000.00 and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously. **(Resolution #31-2026)**

Joyce Peters made a motion to adjourn to Executive Session at 8:01pm. It is necessary to retire to Executive Session for the purpose of consulting with the Township’s attorneys concerning pending court action by division (G)(3) of section 121.22 of the Ohio Revised Code and Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously. **Roll Call:** Joyce Peters – Yes, Brandon Reed – Yes, Lance Portman – Yes. **(Resolution #32-2026)** They came back into regular session at 8:57pm.

Lance Portman **motioned** to adjourn the meeting at 9:01 p.m. and Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously.

Departmental Reports

Fiscal Officer

- Approve the minutes for the December 16th, 2025, regular trustee meeting. (See *Motions & Resolutions*).
- Approve Bank Reconciliation for November 2025. (See *Motions & Resolutions*).

- Liquor License request received – Reply required. *We have the option of having a hearing for “Tacos 422” that is requesting a liquor license and will be opening. Joyce Peters asked if they came to Zoning and Mark Strumbly said that it’s in a commercial district and it’s hard to regulate what they can do. Joyce Peters said that she’s not sure about allowing a liquor license without any history on the place such as parking or seating. Denise Villers said that all we can say at this point is that we want a hearing. Mark Strumbly said that we can only have so many liquor licenses per area. Joyce Peters said that we should ask for a hearing. Denise Villers said that she will put in a request for a hearing in our county seat. Mark Strumbly said that he would like to be involved in the hearing if possible.*
- We have officially transitioned the Synchrony (Sam’s Club) credit card from Henry Duchscherer to Denise Villers. New cards for Mike Komandt and Lynn Schiffbauer should be arriving soon.
- Year-end activities have begun.... *(Yee-haw)*
- Public Records request received today from a law firm for information relating to our 2021 Chip and Seal program. I hope to find something in our archives...

Zoning

- 12/24 – Permit issued for a 6000 sq ft building to be located at 16796 Madison Rd. *Mark Strumbly said that it is a butcher shop that is being put in. This is in a residential area, and this won’t be a home occupancy. Mark Strumbly said that he was told by the property owner that three generations of families own large parcels of land here. Sheila Salem said that the permit needs to be revoked because this is sounding like a commercial business in a residentially-zoned area.*
- 12/31 – Permit issued for a 2,400 sq ft utility building to be located at 18314 Norton St.

Zoning Discussion – Any discussion was held during each section.

Fire

- EMS grant reimbursement request completed.
- State fire equipment grant required reporting was completed prior to end of year.
- Annual uniform allowance for 2025 was completed and emailed to fiscal and Mrs. Peters for approval and payment. *Neither Denise Villers nor Joyce Peters said that they received an email from Mike Komandt.*
- Please approve blanket for apparatus maintenance and repairs in the amount of \$25,000. *(See Motions & Resolutions).*

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

Roads

- Happy New Year: It has been busy plowing and salting as well as trying to keep up with the ice events we have had. I am hoping to try and get on the roads this week with the drag and some stone on the dirt roads while we have a small heat wave. I have some minor repairs to do on plows and trucks before the next event.
- The county no longer dispatches or notifies townships when they are putting trucks out, so we have been self-planning when we go out. Hope everyone had a safe and enjoyable new year. *Joyce Peters asked what it meant when the county no longer notifies townships about putting trucks out. Lance Portman said that the county used to notify the townships about weather conditions and when a snow event was happening and when they were putting trucks on the road because the county is staffed 24/7.*

Roads Discussion – Any discussion was held during each section.

Community House/Parks

Community House:

- Service/Repair was completed on the elevator. Mike Craver ran it through a test cycle on Monday 01/05. It appeared to be working properly. Service Technician conducted the annual inspection of the elevator while he was here to work on the elevator. (This prevents us from having to bring him back out separately a second time, costing us another service call fee)
- Community House water sample was collected. Lynn Schiffbauer showed me how to collect the sample and associated paperwork necessary to submit to lab for sample testing. Lynn personally delivered the sample to the lab prior to the township trustee meeting on Tuesday 01/06.
- Community House has just one (1) booking scheduled for January 26th for an educational meeting. Looking ahead to February, four (4) Community House bookings.

Overlook Park:

- One (1) scheduled booking for (01/31) for the Polar Bears Snowmobile Club gathering. One (1) possible booking for February (Polar Bear Club????). *Joyce Peters asked if Lynn Schiffbauer had a conversation with the Polar Bear Club about their use of alcohol and the fireplace. Lynn Schiffbauer said that she did.*

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

Cemetery

- Nothing to report.

Cemetery Discussion – Any discussion was held during each section.

Old Business

- A. Inventory – Inventory is all turned in. Joyce Peters will be working on it within the next week.
- B. Evaluations completed – They are all completed and turned in.
- C. Website operational: <https://parkmantwp.geaugaconnected.com> – Joyce Peters said that it is operational and that it looks like all of the other townships. The old one is closed. Joyce Peters and Cory Anderson went to the training. Cory is uploading our information, and he'll personalize it once all of the information is uploaded. We've also been awarded the grant that we put in for over a year ago. We applied for \$25,000.00 but will be receiving \$7,188.00.
- D. Health Insurance coinsurance – The trustees approved for the township employee contribution to stay at 7% for now. Joyce Peters said that they'll be able to see how much of their raise they'll see. Joyce Peters said that at some point, we'll have to increase it to 10%, but for now in the overall picture, if they made the employees pay 10%, the township would only save \$143.00/month with the insurance by taking an additional 3%.
- E. Longevity pay – Joyce Peters said that they should put together ideas for a later meeting.
- F. Front Porch project – Joyce Peters had the engineer's report from Envelope Consulting. It's going to cost about \$300,000.00 to repair the entire front porch and balcony. The beams and foundations need to be replaced along with some other details that Joyce Peters listed. Joyce Peters said that they need to start figuring out how they are going to pay for this. Since the community house is not designated as historical, it won't qualify for grants in that category. Joyce Peters said that she will start looking for available grants. She also brought up the subject of maybe finding a grant writer. Lance Portman said that he didn't see what it would hurt to look. With the cost of the repairs, Joyce Peters said that they will probably have to bid out the project. Sheila Salem (the township representative from the prosecutor's office) said that they may not have to bid out the project.
- G. Reserve accounts – Joyce Peters said that they will have to work on it somewhere. The road department and fire department will need them.

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

New Business

- A. Community Care ambulance article – Joyce Peters said that she read an article that said that Community Care Ambulance is “up against it - financially” and is having difficulty collecting amounts due to them. They are looking to possibly group fire departments together for billing purposes as a possible solution.
- B. EPA Chloride grant – This has to do with road salt run-off. This is a reimbursement grant to help manage the run-off of salt and degreasers. Joyce Peters read off examples.
- C. OPWC: possible grant for Hosmer – Thompson and Montville Townships applied, and Joyce Peters asked if we could apply. Lance Portman said that he spoke with Shane at the engineer’s office about it. We may be able to get in on it with Middlefield Township. Joyce Peters said that we don’t want any delays on Hosmer Road. Lance Portman said that Shane fills out all of this. Brandon Reed asked if it takes a resolution from the township to participate. Lance Portman said they gave us one to fill out. If we can get a grant to help with the cost of Hosmer Road, it may help us pay for Shedd Road in the future.
- D. Spring newsletter article – Joyce Peters said that Cory Anderson has it ready to go. Joyce Peters asked Brandon Reed if he would like to write something and introduce himself. Lance Portman said that he needed to put something about community clean-up in it.
- E. Executive Session – (See *Motions & Resolutions*).

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

Public Comment

- None

Adjournment: Lance Portman motioned to adjourn the meeting at 9:01 p.m. and Brandon Reed seconded, all voted yes. Meeting adjourned.

Next Regular meeting on January 20th, 2026, 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

