

Parkman Township Trustees

Regular Meeting January 20th, 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, Marty Miller, 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:

Lance Portman made a **motion** to approve the January 6th, 2026, Organizational meeting and Regular meeting minutes and Brandon Reed seconded the motion. All voted yes, and the motion passed unanimously.

Joyce Peters made a motion to adjourn to Executive Session at 7:02pm. It is necessary to retire to Executive Session for the purpose of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. 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 #33-2026**) They came back into regular session at 7:23pm

Joyce Peters made a **motion** to approve Tanner Baker to attend the Officer 2 class at Akron University for the amount of \$550.00; this includes the book. Brandon Reed seconded the motion. All voted yes, and the motion carried unanimously.

Brandon Reed made a **motion** to keep the employee contributions to their health insurance at 7% and Joyce Peters seconded the motion. All voted yes, and the motion carried unanimously.

Joyce Peters made a motion to approve a longevity pay schedule to be paid on the full-time employee's employment anniversary for consecutive years of service for the following years: after 3 years of service - \$300.00, 5 years – 500.00, 10 years - \$1,000.00, 15 years - \$1,500.00, 20 years - \$2,000.00, 25 years – \$2,500.00; 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 #34-2026**)

Brandon Reed made a motion to accept the OTARMA liability insurance renewal with the specified increase and Lance Portman seconded the motion. All voted yes, and the motion carried unanimously. (**Resolution #35-2026**)

Lance Portman **motioned** to adjourn the meeting at 9:26 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 January 6th, 2026, Organizational and regular trustee meeting. (*See Motions & Resolutions*).
- Liquor License request rec'd. (16220 Main Market – corner of Rts. 422 & 528) Jan. 8th: Mailed our reply to state and emailed a copy to the Geauga County Commissioners (as requested) – Jan. 14th: Received in-person notification from the Compliance Agent of the Division of Liquor Control since township property is within a 500' radius of the location (our downtown parks). *Denise Villers said that we have the proper form back to them and we are waiting for the next step. We may not have to have a hearing if we receive all of the information that we need from them. If we decide to have a hearing, it will be online.*
- Year-end activities continue.
- Public Records request received from a law firm for information relating to our 2021 Chip and Seal program. Response e-mailed.
- Completed BWC PERRP 300AP annual report on-line
- “Attended” webinar with Medical Mutual.
- W-2s to go out this week.

Fiscal Officer Discussion – Denise Villers asked if the trustees wanted her to shop for food drive donations for the upcoming OTA conference. They said that they wanted her to do so (\$100.00 approved – same as other food-drive donations)

Zoning

- 1/7 – Created a revocation to property owner at 16796 Madison Road p/n 25-190905, property owner was under a new permit for construction to use the construction as a Butcher Shop as this is not permitted according to Parkman Resolution.
- 1/8 – Paperwork completed to the BZA for property 25-190905 for a variance. As explained to the property owner, the activity is because of a separated parcel from his parcel.

- 1/12 – Certified mail sent to property owner revoking his permit concerning p/n 25-190905, however received a call from resident on 1/19/26 stating that product to be produced on the property would be agricultural activity which should be allowed. *Mark Strumbly said that this isn't a BZA issue because it's "Agricultural use" after he spoke with Dave Dietrich who told him that it would be permitted. Jerry Byler contacted Mark Strumbly who advised Marty Miller (who is here and is the owner of the property and building) that there would be no permit issued except for the size of the building because there's going to be a business with a parking lot. Joyce Peters asked where the agricultural aspect comes from because it's on a different property than the cows will be. Marty Miller said that there will be cows on the property. Mr. Miller said that the only reason he split the land the way that he did was so the bank and health department couldn't come back on him. Joyce Peters still wants to know how a property is deemed "Agricultural". Mr. Miller said that he spoke with Jan (Zoning secretary) who told him that there was no reason it shouldn't be agricultural. Joyce Peters said that we need a legal opinion on it. Brandon Reed asked if the Health Department issued any permits. Mr. Miller said that they did and handed what he had to the trustees to look over. Joyce Peters said that the permits were from October 22nd, 2025, with actions taken on November 5th, 2025. Mr. Miller said that he had two plans and had been speaking with Jerry Byler and that he had \$100,000.00 invested in this venture now. The only reason he did what he did with the lot was to keep the bank happy. Joyce Peters asked if he had anything signed from March 2025. Mr. Miller said that Jerry Byler is the one that applied for the Zoning for him. Mark Strumbly said that he can't find any record from when John Spelich had worked with either of them. If Mark Strumbly were to issue a permit, he would have to issue an exemption. Mr. Miller states that John Spelich said his property is "Agricultural". Joyce Peters asked Jerry Jacobs (a member of our Zoning Commission) if he had anything to add. Mr. Jacobs said that someone should've picked up on the fact that it's a commercial building in a residentially zoned area. Sheila Salem (our APA) is the one who said to revoke the permits. Joyce Peters asked Mark Strumbly to contact her about all of this. We need to know how the determination is made. Brandon Reed asked if it's agricultural, does it make it permissible in a R1 area? Jerry Jacobs said that it does. Mr. Miller said that he's tried to do everything right and is getting inspected by the Ohio Department of Agriculture. Denise Villers brought up that there is a \$350.00 fee that needed to be paid in October and there's no record of it being paid by anyone. Joyce Peters said that we need proof that a certificate has been paid. We don't have the paperwork in Zoning. Brandon Reed said that we have to at least run it by our assistant prosecutor and start there. Mark Strumbly will send the file to Brandon Reed. Joyce Peters said to keep things as they are for now.*
- 1/14 – Use permit issued to property on Bundysburg road with no address assigned, property is in the process of being split, this is the Industrial-style building that is not currently occupied. Zoning will follow up with the current purchaser of the property.

- 1/15 – Received a call from a resident that the property that he owns on Norton Road is requesting to increase the overall size of the building originally building was to be 40 x 60 change is to be 50 x 75 this is classified as commercial property.

Zoning Discussion – Any discussion was held during each section.

Fire

- Approval to send Mr. Baker to Officer 2 course at Akron University. \$550 course cost plus book. No mileage. (*See Motions & Resolutions*).
- Squad will be going in for service soon. Fluids, filters, small repair.

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

Roads

- We have been busy plowing and salting roads.
- In between the snow events we put down slag and drug the dirt roads the best we could. We are continuing to make repairs on equipment as well as complete services and maintenance.

Roads Discussion – Any discussion was held during each section.

Community House/Parks

Community House:

- One Community House booking scheduled for January (26th) (Informational Meeting) and one in February.
- The furnaces have been serviced at the Community House and the north garage.
- At some point I would like to revisit the conversation about the Community House being offered as a potential Warming/Cooling Center "Comfort Center" to citizens in cases of extreme temperatures. (NOT THE SAME AS A SHELTER). *Brandon Reed asked if he could start researching what it would take to make the community house a warming/cooling center in cases of extended power outages. This wouldn't be for people to stay overnight. It would be for people to stay for a couple of hours to charge their phones, get warm/cool, and contact family members. We wouldn't provide food. Brandon Reed said that currently there is only one reliable option in the north of the county.*

Overlook Park:

- One possible booking for Overlook Park (31st) (Polar Bear Snowmobile Club)???

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 – Is completed. Joyce Peters said that she's just waiting on the road department to OK the one she sent two weeks ago. Lance Portman said that he responded to the email today.
- B. Health Insurance coinsurance – Joyce Peters said that we need to decide if they want to increase the employee contribution to 10%. She handed out spreadsheets to the other trustees that showed the employees' raises with both the 7% and 10% contribution and how much of their raise that they'd have after the contribution. If the trustees do increase to 10% the employees' net raise will be less a month, but they will still receive some of their raise. As a contrast, what the trustees pay comes out to an increase of \$1,690.00 in total for the year. Brandon Reed asked where the 10% increase came from and Joyce Peters explained it to him. For reference, please see previous meeting minutes. After explanation, Brandon Reed said that our low insurance contribution could be an incentive to keep employees. Brandon Reed said that he thinks that as of now they could keep the contribution to 7% and Joyce Peters felt the same. (See *Motions & Resolutions*).
- C. Longevity pay – Joyce Peters suggested that they could do things like increase the pay or give a bonus after so many years and as the years go on. Discussion was held. Brandon Reed said that at the county level, bonuses happen contractually. Joyce Peters said that 3-4 years ago, the road department was given pretty decent raises. It was decided after some discussion to give bonuses after an employee stayed with the township after certain amounts of time. It was also decided that the time had to be consecutive and full-time, part-time employment doesn't count toward the yearly milestones. The trustees would also pay a one-time bonus to the employees who have already reached certain yearly milestones. Brandon Reed asked Denise Villers if the checks would be separate. Denise Villers said that she would check with the program so that certain things won't get deducted from the bonus checks, just the taxes and she'll try to issue them as close to the anniversary date of the employee as possible. (See *Motions & Resolutions*).
- D. Chloride grant – Joyce Peters said that she started the application process for the grant and was stopped almost immediately. She said that for this grant, you have to have a plan of what you're going to do going forward to keep road salt

from leaching into the ground. For Parkman Township, it would be a project. If we had already had it in the plans, it would be a good grant for us to apply for. The other problem is that the deadline is on February 16th. Lance Portman said that the Safety Grant will be coming out in June. Ann Wishart said that there's someone from Chester Township that does grant writing for non-profits that might be able to help us. Brandon Reed said that he spoke with Jennifer Jones (Gauga-Trumbull Solid Waste Management District) at the GCTA meeting last week and was told that the "Gotta Go Green" grant might be changing to where we likely won't be awarded it every year.

- E. Front Porch project/appropriations – Joyce Peters hasn't heard anything. She would like Denise Villers to look and see what she thinks they can afford. Joyce Peters said that they should try to look for historical grants and maybe look into what it would take to make the community house a historical building.
- F. ADP – Brandon Reed asked Joyce Peters where we are with the new computers. Joyce Peters said that Jeff is working on the paperwork to accept the grant.

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

New Business

- A. Zoning office re-organization/Temporary help – Joyce Peters said that the office is a mess. After talking with Mark Strumbly and Jan Helt, we need to temporarily hire someone with organizational skills to clean it out and file things appropriately because things are filed by year instead of by property number. Things also need to be digitalized.
- B. Job descriptions – Joyce Peters would like to go through and fix them; they need some work. Lance Portman asked if they have ideas from any townships on what they use.
- C. OTARMA liability insurance renewal – There has been an increase in the premium. Joyce Peters passed out the packet on what has been increased and decreased. There was a 10% increase in the premium because our property and land values increased by 39%. Joyce Peters requested a review. She received this after the last meeting. She thought the deadline was February 15th but was told by the representative that they were waiting for her answer tonight, so she's not sure when the answer is actually needed. Joyce Peters said that only four claims have been submitted in the last four years and OTARMA only paid on one. Lance Portman asked if they could negotiate. Mike Craver was put on the insurance. (*See Motions & Resolutions*).
- D. Township property – Joyce Peters was trying to find some property for something else and discovered that the township owns a sliver of property (1.91 acres) on Parkman-Nelson Road.

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

Public Comment

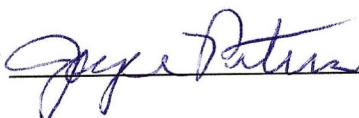
- None

Adjournment: Lance Portman motioned to adjourn the meeting at 9:26 p.m. and Brandon Reed seconded, all voted yes. Meeting adjourned.

Next Regular meeting on February 3rd, 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  _____