

## Parkman Township Trustees

### Regular Meeting February 3<sup>rd</sup>, 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 – John Augustine, John Weedon from Reservation Farm, 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 20<sup>th</sup>, 2026, 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 8:14pm. 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 #36-2026**) They came back into regular session at 8:47pm

Lance Portman **motioned** to adjourn the meeting at 8:53 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 20<sup>th</sup>, 2026 regular trustee meeting. (*See Motions & Resolutions*).
- Year-end activities continue.
- Completed BWC Annual True-Up report on-line (confirmation of Payroll totals). Due to increased Fire Department wages, we owed extra for 2025. Sedgwick (our BWC group analyst representatives) has options to be reviewed to avoid more expenses for last year's claim – Forwarding to Trustees for review.
- 2025 W-2s went out last week.
- Updated our directory for the Geauga County Engineer's office.

**Fiscal Officer Discussion** – Any discussion was held during each section.

## Zoning

- 1/8 – Received \$350.00 for a variance for property located at 16796 Madison Road, however on advice from the county prosecutor on 1/23 the property falls on agricultural operation, which would not require this type of action.
- 1/14 – Received from Mr. Stutzman an application for a use permit for property located at 17116 Bundysburg Road. On advice from Dave Dietrich a permit was written on intentions in detail what activity is to be performed. The building was permitted in the year 2018. The building is currently unoccupied.
- 1/18 – Received an increase of square footage for a structure to be located at 18314 Norton St. The drawing was revised by Parkman Township Zoning.
- 1/21 – Fee for a copy of township zoning resolution as a contractor at the time could not access the township website.
- 1/23 – The fee for the variance on the above action is to be reimbursed to the applicant.
- 1/28 – Permit issued to property owner at 16600 Hosmer Rd for an accessory building to hold church services and storage of fishing equipment. Current flat barn on the property will be removed for this activity.
- 1/28 – Permit issued to a resident on Farmington Road to replace a current deck. The new deck had to fall under a structural alteration. A roof line will accompany the deck.

**Zoning Discussion** – Brandon Reed thanked Mark Strumbly for working with him on the Madison Road issue.

- Mark Strumbly said that he met with Lisa Spelich and received files and other township properties from when John Spelich was the Zoning Inspector.
- Mark Strumbly said that he'd rather go to the Zoning Commission meetings than the trustee meetings. Joyce Peters agreed that he should be attending them.

## Fire

- Squad went in for service and emergency repair. All work completed and returned to service. Troy lent us a squad for the day we were without – Thank you to Troy.
- Mr. Randolph completed all required testing – will begin training shifts this month

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

## Roads

- We have been super busy plowing, salting and pushing drifts attempting to keep the roads open and cleared. We currently have some areas of large drifts and a lot of snow along the road edges. We will be out pushing drifts and edges back with the grader. I installed the wing and chains so we can effectively do this.
- Due to the predicted future forecast it does not look like any warm weather soon; due to this we removed the snow piles in the parking lot and pushed some areas in an attempt to hopefully have adequate room for the pancake breakfast parking and access before they become mountains of ice.
- Due to several attempts, for some reason, I plowed open the cemetery. We had a few spots where it looked like cars tried to get in and out and did not succeed. To hopefully prevent damage, I went ahead and just plowed open the drives.

**Roads Discussion** – Lance Portman said that the white International is going into Sedinsky for work. They are working on a quote.

## Community House/Parks

### Community House:

(10 scheduled bookings for February)

### PAID:

Sunday 02/01 Family Gathering  
Saturday 02/07 Baby Shower  
Wednesday 02/18 Amish Fundraiser  
Saturday 02/21 Baby Shower

### NO CHARGE:

Tuesday 02/03 Trustee Meeting  
Wednesday 02/04 Red Cross Blood Drive  
Tuesday 02/10 BZA Meeting  
Monday 02/16 Chamber Meeting  
Tuesday 02/17 Trustee Meeting  
Wednesday 02/25 Zoning Commission Meeting

- The electronic sign out in front of the Community House was not working properly for a few days. Lynn contacted Daktronics. It was determined to be a hardware issue, not a software issue. Lynn, with the help of Eric, was able to reset the sign at the street. This did not seem to fix the issue. The breaker for the sign itself may possibly be the culprit. The breaker may need to be replaced. Mike Craver was able to reset the breaker, and the sign appears to be working, for now. If the breaker "pops" again, Mike will attempt to replace it. Villers Advanced Electric (VAE) was also contacted to investigate, to see if the breaker is in fact the problem or if there might be something else wrong with it. VAE is

scheduled to come out and take a look at it during the day on Tuesday 02/03 between 9:00am-2:00pm. Will update when diagnosis is officially made.

#### Overlook Park:

- Saturday 02/07 Polar Bear Snowmobile Club??? (Maybe, maybe not).

**Community House/Parks Discussions** – Brandon Reed said that he had a conversation with Lynn Schiffbauer. He said that her intentions are to be done as the Community House Coordinator by May. She would like to use the month of April to train someone new to the position. Joyce Peters said that they need to post on social media/advertise. Joyce Peters said that she'll look at the job description when she gets back from the OTA conference. She wonders if they could combine the temporary Zoning office organizer position with the Community House Coordinator position.

#### Cemetery

- Nothing to report.

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

#### Old Business

- A. Front Porch project/Mr. John Weedon – Mr. John Weedon from Reservation Farm said that he read in the paper that we were looking for someone to help us with paying for the repairs to the front porch. Mr. Weedon offered to help by writing up the grants to help cover the costs. He said that in order to write up the grants, he would need the information from Envelope Consulting and how the Community House is used. There also needs to be a sense of urgency to be eligible for these grants/funding. Joyce Peters told him that a lot of information can be gotten from Denise Villers, herself and Brandon Reed. Mr. Weedon said that another option could be low interest loans. He said that he would keep the trustees updated with reports on what is promising and what isn't. Brandon Reed asked if Mr. Weedon had written grants before. Mr. Weedon named many different grants that he's written for and said that his daughter writes them for the Boy's and Girl's Club of America professionally. Joyce Peters asked what the cost would be. Lance Portman said that we could do a flat rate; and if we are awarded a grant, we could pay a percentage. Joyce Peters suggested \$5,000.00 and 9% if we get the grant. Brandon Reed asked if Mr. Weedon would start working on the grants right away and Mr. Weedon said that he would as soon as he received the information. Mr. Weedon said that it could take up to a year, he didn't want to lead us astray. He asked the trustees if he could ask Envelope Consulting questions and Joyce Peters said that he could. She said that she would let them know that he might be contacting them.

- B. Amish road safety meeting – Joyce Peters attended the meeting this morning. There were three Amish gentlemen and two representatives from ODOT. She said that there are several “irons in the fire.” Joyce Peters said that ODOT said it is possible to put a two-lane buggy path from Farmington Road to the gas station. There was discussion about different ways to build the buggy path. It would require a rite-of-way and what property owners they could work with and where the buggy path would come out. ODOT might even be able to pay for it because it directly affects traffic on state route 422. There is a question about if the county could get involved. Joyce Peters said that this probably wouldn’t get done until 2030. Joyce Peters said that she told them that we need immediate help in the area and requested a speed limit change to 35mph extending to route 282 and more signage. The Amish requested a light at Farmington Road. Joyce Peters said that she will write a letter from the township that they are on board with the Amish along with their safety requests.
- C. OTARMA Liability Insurance – Joyce Peters said that after the last meeting, the next day they took \$3,000.00 off of our policy renewal cost.
- D. ADP update – Joyce Peters is attending a grant orientation next week with Jeff Vaji regarding email accounts. Joyce Peters will talk to him about the computer situation. Joyce Peters said that the fire department renewed the Microsoft 365 subscription. Joyce Peters said that when she came on as a trustee Roger Anderson told her that the license was going to come up for renewal in August. There are also other township employees that have had issues with Microsoft Word and issues with the township laptops themselves. Joyce Peters said that she wants to accelerate the computers for township use because of issues like these. Brandon Reed said that after the new computers come in, we shouldn’t have to worry about these issues moving forward.
- E. Zoning office reorganization – Joyce Peters hasn’t had a chance to write up an ad. She is looking for job descriptions.
- F. Employment applications/process – Joyce Peters said that she noticed that every township has an “Employment” option on their website or an application process on their website and we don’t. Should we?

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

### **New Business**

- A. OTARMA MORE/Fire Grants uses – Joyce Peters said that Mike Komandt usually handles the MORE grant. We need to figure out what we want to use it for. Joyce Peters said that we need to do more risk management training, and she feels that we are missing out on opportunities to do these.

- B. NOPEC Community grant-\$250 – We usually use the money towards Memorial Day.
- C. NOPEC Energized Community grant/awarded \$2,265 for 2026 – They still have a balance from previous years. They need to use the money for energy savings. Is there anything else that needs to be done at the north garage? Joyce Peters wondered if they could submit things for reimbursement.
- D. CH email monitor/Assignments list – Joyce Peters went through the list and told who was assigned to do what.
- E. Township Phone/email spreadsheet update – Denise Villers will update this.
- F. Zoning commission/board of appeals list update – Denise Villers will update this as well. Joyce Peters would like it to show when each person's term is up.
- G. Parkman Roads/Inventory of Roads – Joyce Peters found that on Claridon Township's website they have the roads listed as to whether they are township, county or state roads. She asked if that can be done with ours. Lance Portman will look into this.
- H. Cemetery fees – Joyce Peters found that our fees may be way less than everyone else. Joyce Peters read Claridon Township's rates compared to ours. Lance Portman said that what's always been brought up to him is the cost of footers. One yard of concrete is about \$200.00 plus labor. Auburn is digitalizing their cemetery. Should we? We need to be updated. Our sexton needs to get the backlog done.
- I. Microsoft 365 – See above.
- J. Legislative report – Joyce Peters read through the different house bills that are currently about to be signed and those that are still working their way through the system. She also read about how each bill would affect townships.
- K. Executive Session – See Motions and Resolutions.

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

### **Public Comment**

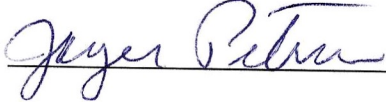
- Lynn Schiffbauer is requesting that the lock be taken off of the balcony door so that people can't go out there. She also said that the ladder upstairs needs to be put away.

**Adjournment:** Lance Portman motioned to adjourn the meeting at 8:53 p.m. and Brandon Reed seconded, all voted yes. Meeting adjourned.

Next Regular meeting on February 17<sup>th</sup>, 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  \_\_\_\_\_